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सत् त्वं पूषन् अपावृणु
केन्द्रीय विद्यालय संगठन

केन्द्रीय विद्यालय संगठन

आंचलिक शिक्षा एवं प्रशिक्षण संस्थान, मैसूर

KENDRIYA VIDYALAY SANGATHAN

ZONAL INSTITUTE OF EDUCATION AND TRAINING, MYSURU

**3 DAYS WORKSHOP FOR ASOs, SSAs and
JSAs TRAINING ON ADMINISTRATIVE AND
FINANCIAL EXCELLENCE**

FROM

29.12.2025 TO 31.12.2025

संरक्षक / PATRON

पाठ्यक्रम ननदेशक / Course Director

सुश्री मीनाक्षी जैन
उपायुक्त एवं निदेशक, जिएट मैसूरु
Ms. MENAXI JAIN

DEPUTY COMMISSIONER KVS & Director, ZIET Mysuru

शिक्षण संसाधक / Course Resource Persons

	ARUL CHANDRAN (ASO)	RO CHENNAI
	N RAMESH ASO	KV NO1 MADHURAI
	SUDHIN SOMAN SO	KVS RO EKM
	AMEER BYJU ASO	KVS RO EKM
	NAGA LAKSHMI ASO	CHENNAI
	SHAJI B ASO	RO EKM

बुशाइर पी के , पाठ्यक्रम समन्वयक

MR. BUSHAIR P K , COORDINATOR

S.NO	NAME OF THE PARTICIPANT	KV WHERE WORKING	REGION
1	Kendre Rahul Shrihari	ADILABAD	HYDERABAD
2	ANKIT	BHONGIR	HYDERABAD
3	Urvashi Yadav	KENDRIYA VIDYALAYA CRPF YELAHANKA	BENGALURU
4	SATHEESH R	PM SHRI KV KANJIKODE	ERNAKULAM
5	Tanuja	GOLCONDA NO.1	HYDERABAD
6	Mohit Kumar	AFA No.2 Dundigal	HYDERABAD
7	ANKUSH	BODHAN	HYDERABAD
8	DEVENDER SINGH	KADAPA	HYDERABAD
9	Priyanka	KENDRIYA VIDYALAYA AFS SAMBRA	BENGALURU
10	SAURABH	KENDRIYA VIDYALAYA CHAMARAJANAGAR	BENGALURU
11	KRISHNA PRABHA K	KV THALASSERY	ERNAKULAM
12	Rahul T H	KVS RO Hyderabad	HYDERABAD
13	DAKSH	TIRUPATI No.1 SHIFT 1	HYDERABAD
14	Shweta Verma	BEGUMPET	HYDERABAD
15	R Balaji Singh	IRLAPADU	HYDERABAD
16	NITIN BAKOLIA	KAKINADA	HYDERABAD
17	PUNEET	KENDRIYA VIDYALAYA CHANNAPATNA	BENGALURU
18	MANJEET SINGH	PM SHRI KV MALAPPURAM	ERNAKULAM
19	DEEPAK GUPTA	GACHIBOWLI	HYDERABAD
20	ANAND VISHWAKARMA	KENDRIYA VIDYALAYA BALLARI	BENGALURU
21	VICKY DAHIYA	JARASANGAM	HYDERABAD

प्रतिभागियों का विवरण/Details of the participants

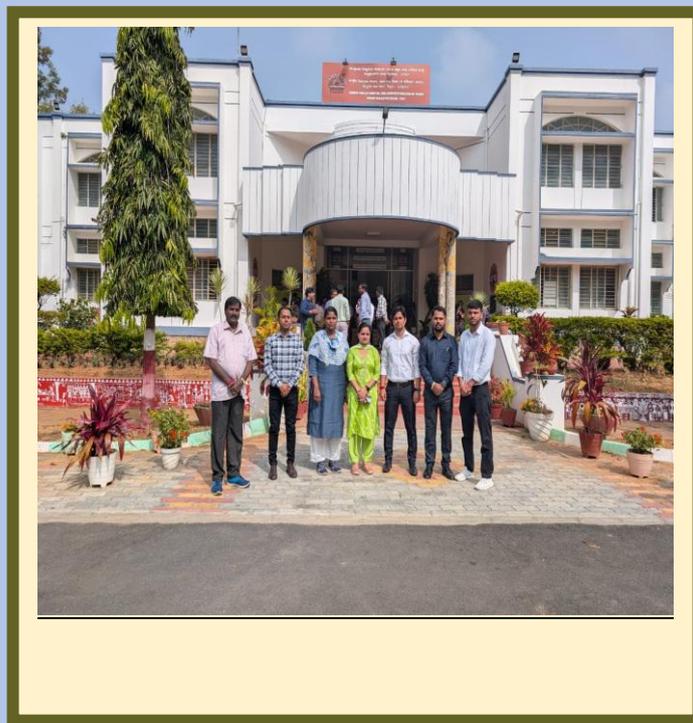
22	Manish Kumar Barala	KENDRIYA VIDYALAYA BEML NAGAR KOLAR	BENGALURU
23	Mr.V.Venkatesan	PM SHRI KV No.2 TAMBARAM	CHENNAI
24	EKTA	BOWENPALLY	HYDERABAD
25	Mrs.Lakshmi P	PM SHRI KV ISLAND GROUNDS	CHENNAI

समूह/GROUPS



S.NO	GROUP 1		
S.NO	NAME OF THE PARTICIPANT	KV WHERE WORKING	REGION
1	RAHUL KENDRE SHRIHARI	ADILABAD	HYDERABAD
2	ANKIT	BHONGIR	HYDERABAD
3	URVASHI YADAV	KV CRPF YELAHANKA	BANGALURU
4	SATHEESH R	KV KANJIKODE	ERNAKULAM
5	TANUJA	KV NO 1 GOLCONDA	HYDERABAD

S.NO	GROUP 2		
1	MOHIT KUMAR	KV AFA NO 2 DUNDIGAL	HYDERABAD
2	ANKUSH	KV BODHAN	HYDERABAD
3	DEVENDER SINGH	KV KADAPA	HYDERABAD
4	PRIYANKA	KV AFS SAMBRA	BENGALURU
5	SAURABH	KV CHAMARAJANAGAR	BENGALURU
6	KRISHNA PRABHA K	KV THALASSERY	ERNAKULAM
7	HARISH KUMAR	KV NTPC KAYAMKULAN	ERNAKULAM



GROUP 3			
S.NO	NAME OF THE PARTICIPANT	KV WHERE WORKING	REGION
1	RAHUL T H	KVS RO	HYDERABAD
2	DAKSH	KV TIRUPATI NO 1	HYDERABAD
3	SHWETA VERMA	KV BEGUMPET	HYDERABAD
4	R BALAJI SINGH	KV IRLAPADU	HYDERABAD
5	NITIN BAKOLIA	KV KAKINADA	HYDERABAD
6	PUNEET	KV CHENNAPATNA	BENGALURU
7	MANJEET SINGH	KV MALAPPURAM	ERNAKULAM

GROUP 4			
S.NO	NAME OF THE PARTICIPANT	KV WHERE WORKING	REGION
1	SH. DEEPAK GUPTA	PM SHRI KV GACHIBOWLI	HYDERABAD
2	MS. EKTA	PM KV BOWENPALLY	HYDERABAD
3	SH. ANAND VISHWAKARMA	PM SHRI KV BALLARI	BANGALURU
4	SH. MANISH KUMAR BARALA	PM SHRI KV BEML NAGAR	BANGALURU
5	SH. VICKEY DAHIYA	PM SHRI KV JARASANGAM	HYDERABAD
6	SH. V. VENKATESAN	PM SHRI KV TAMBARAM	CHENNAI
7	SH. LAKSHMI P	PM SHRI KV ISLAND GROUNDS	CHENNAI

समय सारणी/ TIME TABLE

KVS ZONAL INSTITUTE OF EDUCATION & TRAINING MYSURU
3-DAY WORKSHOP ON "ADMINISTRATIVE & FINANCIAL EXCELLENCE FOR JSA"

BATCH-1 (TIME TABLE) 29.12.2025 to 31.12.2025

Date		10.30 - 10.45	10.45 - 12.00	1.15 - 2.15	2.15 - 3.30	3.30 - 3.45	3.45 - 5.30
			Session 2		Session 3		Session -4
Day 1 29.12.2025 (Monday)	Inauguration and introduction and objective of the course (Common to All)		Role of SSA/JSA in Administrative Efficiency. Integrity & Time Management. SSA & JSA Combined Sudin		e-Office & Digital Governance Tools- Digitalisation of Salary portal SSA & JSA Combined Arul		Maintenance of Cash Book & Ledger in Tally Annual Accounts and its Preparation in Tally & Excel Hands-on Training + Demo on Tally SSA & JSA Combined Shaji B/Ramesh
Day 2 30.12.2025 (Tuesday)	Assembly & Recap of Day 1 & Office Procedure, Noting & Drafting samples. Communication -Official letters, demi-official notes. Sudin	Tea Break	Official Language- राजभाषा के रूप में हिन्दी का प्रयोग ZIET	Lunch Break	Leave Rules, TA & LTC Rules, Medical/CSMA /CGHS SSA & JSA Combined Byju	Tea Break	Disciplinary Proceedings. RTI and Transparency Practices & POCSSO Act 2012 SSA & JSA Combined Lakshmi
Day 3 31.12.2025 (Wednesday)	Maintenance of Service records. Pension /VR cases proceedings. Hands-on Training + Demo		Fixation of Pay on promotion, Grant of Sr. Scale/Selection Scale & MACP. Hands-on Training + Demo SSA & JSA Combined Shaji		Maintenance of Stock Registers, Stock verification and condemnation of articles. Depreciation, Maintenance of Asset		Valedictory Function

SSA & JSA Combined				Registers. Recognizing		
Byju				SSA & JSA Combined Sudin/Shaji		

रिपोर्ट-प्रथम दिवस - Report: Day - 1 29.12.2025



दिन - 1

दिनांक: 29.12.2025**

समूह-1 (जे. एस. ए.)

जे. एस. ए. के लिए आयोजित तीन दिवसीय प्रशिक्षण कार्यक्रम का प्रथम दिवस दिनांक 29.12.2025 को संपन्न हुआ। इस प्रशिक्षण कार्यक्रम का मुख्य उद्देश्य गैर-शैक्षिक कर्मचारियों के प्रशासनिक एवं वित्तीय ज्ञान में वृद्धि करना है।

कार्यक्रम का शुभारंभ प्रार्थना के साथ हुआ। तत्पश्चात जे. एस. ए. के लिए प्रशिक्षण के पाठ्यक्रम समन्वयक श्री बरुण कुमार झा द्वारा उपायुक्त एवं निदेशक महोदया केवीएस,

आं. शि. प्र. सं., मैसूर सुश्री मीनाक्षी जैन, सभी संसाधन व्यक्तियों तथा प्रतिभागियों का हार्दिक स्वागत किया गया।

इसके उपरांत निदेशक महोदया सुश्री मीनाक्षी जैन ने प्रतिभागियों को संबोधित किया। अपने संबोधन में उन्होंने कहा कि केन्द्रीय विद्यालय संगठन में गैर-शैक्षिक कर्मचारियों की भूमिका अत्यंत महत्वपूर्ण है। इस प्रकार के प्रशिक्षण कार्यक्रम कर्मचारियों की दक्षता, उत्तरदायित्व एवं कार्य-कुशलता को बढ़ाने में सहायक होते हैं। उन्होंने सभी प्रतिभागियों से प्रशिक्षण के प्रत्येक सत्र में सक्रिय सहभागिता सुनिश्चित करने का आह्वान किया। उद्घाटन सत्र के पश्चात सभी प्रतिभागियों का संक्षिप्त परिचय कराया गया, जिससे आपसी परिचय एवं सहयोग की भावना को प्रोत्साहन मिला।

प्रथम सत्र श्री सुदिन एम. सोमन, अनुभाग अधिकारी, केवीएस क्षेत्रीय कार्यालय एर्नाकुलम द्वारा लिया गया।

इस सत्र में उन्होंने केन्द्रीय विद्यालय संगठन में अनुशासन, गैर-शैक्षिक कर्मचारियों की जिम्मेदारियाँ तथा कार्य-वितरण जैसे महत्वपूर्ण विषयों पर विस्तार से प्रकाश डाला। उन्होंने अनुशासन को संगठन की कार्य-संस्कृति की आधारशिला बताते हुए कर्मचारियों से अपने दायित्वों का ईमानदारी एवं निष्ठा के साथ निर्वहन करने पर बल दिया। द्वितीय सत्र श्री अरुल चंद्रन, सहायक अनुभाग अधिकारी, केवीएस क्षेत्रीय कार्यालय चेन्नई द्वारा लिया गया।

इस सत्र में उन्होंने केवीएस में डिजिटलीकरण की प्रक्रिया पर विस्तृत जानकारी प्रदान की। उन्होंने ई-ऑफिस प्रणाली में पत्र प्रविष्टि, नोटिंग एवं ड्राफ्टिंग की प्रक्रिया को

सरल एवं स्पष्ट रूप में समझाया।

इसके अतिरिक्त उन्होंने वर्तमान यूबीआई वेतन पोर्टल एवं नवीन वेतन पोर्टल के बारे में जानकारी दी तथा नए पोर्टल में कर्मचारी जोड़ने एवं वेतन तैयार करने की प्रक्रिया को चरणबद्ध ढंग से समझाया। साथ ही ई-पेंशन पोर्टल से संबंधित महत्वपूर्ण जानकारियाँ भी साझा कीं।

अंतिम सत्र श्री शाजी बी., सहायक अनुभाग अधिकारी, केवीएस क्षेत्रीय कार्यालय एर्नाकुलम द्वारा लिया गया।

इस सत्र में उन्होंने वार्षिक लेखा (Annual Accounts) से संबंधित विषयों पर विस्तार से जानकारी दी। उन्होंने प्राप्त एवं भुगतान लेखा, वार्षिक लेखा में सम्मिलित सभी अनुसूचियाँ, परिसंपत्ति प्रविष्टि, मूल्यहास तथा राइट-ऑफ की प्रक्रिया को सरल एवं स्पष्ट शब्दों में समझाया।

प्रशिक्षण कार्यक्रम का प्रथम दिवस सभी प्रतिभागियों के लिए अत्यंत उपयोगी, ज्ञानवर्धक एवं मार्गदर्शक सिद्ध हुआ।

Day – 1

Date: 29.12.2025

Group – 1 (JSA)

The first day of the three-day training programme organized for JSA was

successfully conducted on 29.12.2025. The main objective of this training programme is to enhance the administrative and financial knowledge of non-teaching staff.

The programme commenced with a prayer. Thereafter, the Course Coordinator for JSA training, Shri Barun Kumar Jha, extended a warm welcome to the Deputy

Commissioner and Director, KVS, ZIET Mysuru,
Ms. Meenakshi Jain, along with all the resource persons and participants. Subsequently, the Director, Ms. Meenakshi Jain, addressed the participants.

In her address, she emphasized that non-teaching staff play a very important role in the Kendriya Vidyalaya Sangathan. Such training programmes help in improving the efficiency, sense of responsibility, and work competence of employees. She encouraged all participants to ensure active participation in every session of the training.

After the inaugural session, a brief self-introduction of all participants was conducted, which helped in fostering mutual acquaintance and a spirit of cooperation.

The first session was taken by Shri Sudin M. Soman, Section Officer, KVS Regional Office, Ernakulam. In this session, he elaborated on important topics such as discipline in Kendriya Vidyalaya Sangathan, responsibilities of non-teaching staff, and distribution of work. He described discipline as the cornerstone of the organizational work culture and emphasized that employees should discharge their duties with honesty and dedication.

The second session was conducted by Shri Arul Chandran, Assistant Section Officer, KVS Regional Office, Chennai.

In this session, he provided detailed information on the process of digitization in KVS.

He explained the procedures of receipt entry, noting, and drafting in the e-Office system in a simple and clear manner. In addition, he shared information about the existing UBI salary portal and the new salary portal, and explained step-by-step the process of adding employees and preparing salaries in the new portal. He also shared important information related to the e-Pension portal.

The final session was taken by Shri Shaji B., Assistant Section Officer, KVS Regional Office, Ernakulam.

In this session, he provided detailed information on topics related to Annual Accounts.

He explained the Receipts and Payments Account, all schedules included in the Annual Accounts, asset entry, depreciation, and the process of write-off in simple and clear terms.

The first day of the training programme proved to be highly useful, informative, and guiding for all the participants.



On 30.12.2025 1st session of workshop conducted by Mr. Sudin Soman provided a comprehensive deep-dive into the core pillars of office administration. The session focused on the

art of Noting and Drafting, emphasizing that clear communication is the backbone of efficient governance and organizational decision-making.

1. The Art of Noting

Mr. Soman defined a "Note" as a passage recorded on a case to facilitate its disposal. It should provide a chronological track of the issue at hand.

Objective: To present the facts of a case, identify the rules/precedents, and suggest possible courses of action.

Key Elements: * A brief summary of the previous history (if any).
Analysis of the current proposal.

References to specific laws, manuals, or previous decisions.

Clear, actionable suggestions for the superior officer.

2. Precision in Drafting/Noting

Drafting is the preparation of a formal communication to be issued to another office or individual. Mr. Soman highlighted that a draft must be self-explanatory and written in the "third person" or "official" tone depending on the format (e.g., Office Memorandum vs. D.O. Letter).

राजभाषा हिंदी के नियम और कार्यान्वयन

वैधानिक और कानूनी ढांचा

कार्यशाला का दूसरा सत्र डॉ. वीरेंद्र कुमार सिंह तथा श्री दिनेश कुमार द्वारा संचालित किया गया। इस सत्र का मुख्य उद्देश्य राजभाषा हिंदी के नियमों के साथ-साथ आधुनिक तकनीकी उपकरणों का उपयोग करके आधिकारिक कार्यों में हिंदी को सरल और सुगम बनाना था। उन्होंने इस बात पर जोर दिया कि तकनीक के माध्यम से हिंदी में कार्य

करना अब पहले से कहीं अधिक तीव्र और सटीक हो गया है।

राजभाषा अधिनियम, 1963: इसकी धारा 3(3) अत्यंत महत्वपूर्ण है, जो यह अनिवार्य बनाती है कि संकल्प, सामान्य आदेश, नियम, अधिसूचनाएं,

प्रशासनिक रिपोर्ट, संविदाएं और निविदाएं अनिवार्य रूप से द्विभाषी (हिंदी और अंग्रेजी) रूप में जारी की जाएं। सत्र का समापन करते हुए श्री वीरेंद्र कुमार सिंह द्वारा कहा कि हिंदी केवल भावनाओं की भाषा नहीं, बल्कि आधुनिक तकनीक के साथ तालमेल बिठाने वाली एक सक्षम प्रशासनिक भाषा भी है। 'भाषिणी' और 'लीला' जैसे ऐप्स ने न केवल कार्य की गति बढ़ाई है, बल्कि त्रुटियों की संभावना को भी कम किया है।

A specialized joint session was conducted by Sh. Amir Byju focusing on the critical administrative functions of leave management and medical bill processing. The session aimed to standardize the understanding of CCS (Leave) Rules and ensure error-free pre-auditing of medical claims.

Sh. Sudin Soman conducted a specialized session on the systematic process of "Condemnation," which refers to the formal declaration that an item is no

longer fit for use. The session specifically addressed the challenges of disposing of obsolete IT equipment and general stores within the

Kendriya Vidyalaya Sangathan (KVS) framework.

रिपोर्ट- तृतीय दिवस - Report: Day -3

31.12.2025



On the third day of the workshop, 1st session Smt. Nagalakshmi conducted a vital session on the Central Civil Services (CCS) Conduct Rules, . The session aimed to sensitize participants about the code of ethics, professional boundaries, and the behavioral expectations of a government servant.

Smt. Nagalakshmi opened the session by emphasizing the "Golden Rules" that every employee must follow at all times:

- **Absolute Integrity: Maintaining honesty in all official dealings.**
- **Devotion to Duty: Ensuring timely and efficient completion of assigned tasks.**
- **Unbecoming Conduct: Avoiding any action that could bring disrepute to the organization or the government.**

Sh. Shahji conducted an insightful session on the financial lifecycle of a Kendriya Vidyalaya (KV). The session focused on how a Vidyalaya plans its financial year, the various heads of accounts, and the importance of adhering to the General Financial Rules (GFR) to ensure fiscal discipline.

The session concluded with the reminder that "Budgeting is not just about spending, but about strategic planning." Sh. Byju encouraged JSAs and SSAs to maintain transparent ledgers and ensure that every rupee spent contributes to the betterment of the students' educational environment.

The three-day intensive workshop on "Administrative and Financial Excellence" concluded on 31st December 2025. The valedictory function marked the successful completion of training for the JSA and SSA cadre, providing a platform to reflect on the

knowledge gained across various sessions—ranging from administrative drafting to digital Hindi implementation and financial budgeting.

The workshop officially closed with the National Anthem.

Participants departed with a renewed sense of purpose, equipped with the technical and legal knowledge required to uphold the high administrative standards of Kendriya Vidyalaya Sangathan.

Resources

<https://drive.google.com/drive/folders/180g263YThpfMh60WOHasVv9Br4Kkja5H?usp=sharing>

