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i. The particulars of its organisation, functions and duties

Kendriya Vidyalaya Sangathan is one of the premier Educational Institutions catering to the educational needs of school going children of the transferable Central Govt. employees and other segments of the society through a large network of Kendriya Vidyalayas located throughout the country and also abroad.

KVS has established five training institutions known as Zonal Institutes of Education & Training (ZIETs), one each at Mysore, Gwalior, Chandigarh, Bhuvneshwar and Mumbai with the prime purpose to provide quality training to various categories of teaching and non-teaching employees of KVS as well as staff of other reputed educational institutions.

ZIETs have Computer Labs., Libraries, Labs. and other facilities of training along with boarding and lodging facilities for the participants.

The ZIET Mumbai came into existence in the year 2003. In addition to regular inservice training courses for teachers / non-teaching staff / officers, the institute conducts orientation programme and training of Master Trainers in various areas of educational as well as of administrative importance.

ZIET Mumbai has been given the responsibility of collection and compilation of data related to all in-service courses conducted throughout the country and providing feed back to KVS (HQrs.).

ZIET Mumbai also organises various workshops in collaboration with other organizations such as IIT / HBCSE / NITIE, KAIVALYADHAMA etc. for the benefit of children, parents and society through empowerment of teachers.

The powers and duties of its officers and employees
At present the Institute's staff consist of Director, PGTs of different subjects, HM,
Librarian, Section Officer, Stenographer – I, Assistants, UDC, LDC and Sub-staff

Director -

- Overall in-charge of the Institute
- Plan, conduct and coordinate short and 21 day in-service courses for officers, teaching and non-teaching staff
- To undertake Research Studies
- To initiate educational projects in consultation Joint Commissioner (Acad.)KVS (HQrs.)

Section Officer -

- Overall supervision of Administrative, Accounts & Finance matters.
- To coordinate various activities undertaken by the Institute.
- To monitor board and lodging arrangements for participants of the courses and workshops
- The procedure followed in the decision making process, including channels of supervision and accountability

Please visit website – KVSANGATHAN for more information on :

- The norms set by KVS for the discharge of its functions.
- The rules, regulations, instructions, manuals and records, held by KVS under its control and used by its employees for discharging their functions.
- • A statement of the categories of documents that are held by it under its control .Files containing information with regard to various studies / projects / courses conducted, scheduled to be conducted, number of employees attended / abstained etc., personal files and service books of employees up to PGTs and Misc. files of routine matters.
- The particulars of any arrangement that exists for consultation with, or representation by the members of the public in relation to the formulation of its policy or implementation thereof
- A statement of the boards, councils, committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice and as to whether meetings of those boards, councils, committees and other bodies are open to the public or the minutes of such meetings are accessible for public.
- A directory of its officers and employees

Mrs Shahida Parveen - Director & Deputy Commissioner ZIET Mumbai 022-25774337 (0)

- The budget allocated to each of its agency indicating the particulars of all plans, proposed expenditures and reports on disbursements made
- Details in respect of the information available to or held by it, reduced in an electronic form

Details of various courses conducted at different venues, proposals for courses / studies / projects / workshops etc. or to be conducted during the current academic session and other related matters.

- The particulars of facilities available to citizens for obtaining information including the working hours of a library or reading room, if maintained for public use. Through personal interaction, telephone and through R.T.I.
- The names, designations and other particulars of

Appellate Authority - Mrs Shahida Parveen, Director & Deputy Commissioner ZIET Mumbai - 022-2577433