



केन्द्रीय विद्यालय संगठन (मुख्यालय)
शिक्षा मंत्रालय भारत सरकार के अधीन स्वायत्त संस्थान
18 संस्थागत क्षेत्र, शाहीद जीत सिंह मार्ग, नई दिल्ली-110016
KENDRIYA VIDYALAYA SANGATHAN (HQs)
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The Deputy Commissioner
All Regional Offices
Kendriya Vidyalaya Sangathan

Subject: Implementation of Continuous Professional Development (CPD) for Non-Teaching Staff of Kendriya Vidyalaya Sangathan- reg.

Madam/Sir,

Kendriya Vidyalaya Sangathan has a substantial non-teaching workforce of more than 6,000 employees deployed across Kendriya Vidyalayas, Regional Offices and KVS Headquarters. These employees perform important administrative, financial, establishment, accounts, procurement and other support functions and play a significant role in ensuring the smooth functioning of KVS at all levels.

In view of the changing administrative, technological and statutory requirements, there is a need to provide systematic opportunities for continuous capacity-building of non-teaching employees so as to enable them to update their professional knowledge and skills and discharge their responsibilities effectively and efficiently.

The matter regarding introduction of a structured framework for Continuous Professional Development (CPD) of non-teaching staff was considered and approved in the meeting of the ZIET Advisory Committee held on 16-17 April 2026.

Accordingly, the **Guidelines for Continuous Professional Development (CPD) of Non-Teaching Staff in KVS**, enclosed as **Annexure-I**, are hereby circulated for implementation.

The Regional Offices are requested to disseminate the Guidelines to all concerned and ensure that necessary arrangements are made for implementation of the prescribed CPD requirements. The Regional Offices may also plan and organise training programmes for non-teaching employees in accordance with the Guidelines.

Yours sincerely,

(P B S Usha)
Joint Commissioner (Training)

Encl.: Annexure-I - Guidelines for Continuous Professional Development (CPD) of
Non-Teaching Staff in KVS.

Copy to:

- PS to the Commissioner, KVS HQ, New Delhi
- PS to the Additional Commissioner (Admn./Acad.), KVS HQ, New Delhi
- PA to the Joint Commissioner (Fin./Pers./Admn)
- The Directors, all ZIETs
- Guard File

Guidelines for Continuous Professional Development (CPD) of Non-Teaching Staff in Kendriya Vidyalaya Sangathan

1. Short Title and Applicability

- 1.1. These Guidelines may be called the **Guidelines for Continuous Professional Development (CPD) of Non-Teaching Staff in Kendriya Vidyalaya Sangathan**.
- 1.2. These Guidelines shall apply to all regular non-teaching employees of KVS.

2. Objective

The objective of Continuous Professional Development is to provide systematic opportunities for non-teaching employees to update their professional knowledge, skills and competencies in areas relevant to their functional responsibilities.

The CPD framework shall also promote greater efficiency in administration and service delivery and enable employees to remain updated with changes in rules, procedures, digital systems and statutory requirements.

3. Annual CPD Requirement

- 3.1. Every non-teaching employee shall undergo **not less than 30 hours of training in a calendar year** as part of Continuous Professional Development.
- 3.2. The prescribed training shall ordinarily comprise a combination of face-to-face and online/distance learning.

4. Structure of CPD

- 4.1. The prescribed 30 hours of CPD shall ordinarily be structured as follows:

Mode of Training	Minimum/Maximum Hours
Face-to-Face Mode (Offline)	Minimum 18 Hours
Online/Distance Mode	Up to 12 Hours
Total	30 Hours

- 4.2. The online/distance component may be substituted by face-to-face training wherever necessary.

- 4.3. However, the minimum requirement of **18 hours of face-to-face training shall not be substituted by online/distance learning**.
- 4.4. Accordingly, the entire 30 hours of CPD may be completed through face-to-face training, wherever required, but the prescribed requirement shall not be fulfilled entirely through online/distance mode.

5. Organisation of CPD Programmes

- 5.1. CPD programmes for non-teaching employees may be organised at the following levels:
- a) Regional Office;
 - b) Zonal Institute of Education and Training (ZIET);
 - c) KVS Headquarters; and
 - d) recognised knowledge partners or institutions approved by KVS.
- 5.2. The Regional Offices may identify training needs of different non-teaching cadres and plan suitable training programmes accordingly.
- 5.3. Training programmes may be organised for employees of one or more cadres, depending upon the nature and objectives of the programme.

6. Areas of Capacity-Building

The CPD programmes may cover, inter alia, the following areas:

- a) Office procedures, noting, drafting and official communication;
- b) Financial rules, accounts procedures and procurement through GeM;
- c) Use of digital platforms, office automation and e-governance systems;
- d) Service rules, conduct rules and administrative regulations;
- e) RTI, public grievance handling and record management;
- f) Safety protocols, disaster preparedness and statutory compliance;
- g) Vigilance and disciplinary matters;
- h) Important legislations and issues, including the **Protection of Children from Sexual Offences (POCSO) Act, Prevention of Sexual Harassment (POSH) Act, and Child Rights**, thereby contributing towards ensuring a safe and secure school environment; and
- i) Any other area relevant to the functional requirements of the concerned cadre.

7. Training Need Identification and Planning

- 7.1. The Regional Offices shall identify the capacity-building requirements of non-teaching employees under their jurisdiction.
- 7.2. Training programmes may be planned keeping in view:

- a) functional requirements of different cadres;
- b) changes in rules, procedures and government instructions;
- c) introduction of new digital platforms and systems;
- d) emerging administrative and statutory requirements; and
- e) other identified training needs.

8. Recognition and Recording of CPD

- 8.1. The training undertaken by the employee shall be reflected in the **service records and Annual Performance Appraisal Report (APAR)** of the concerned employee, as applicable.
- 8.2. The Regional Offices shall maintain appropriate records of the CPD undertaken by non-teaching employees until the requisite provision for recording and monitoring CPD is developed in SAMAGAM, and ensure monitoring of completion of the prescribed training requirement.

9. General

- 9.1. The detailed modalities regarding the organisation, monitoring and recording of CPD programmes may be revised by KVS from time to time.
- 9.2. The Regional Offices shall ensure dissemination and effective implementation of these Guidelines.