



File No.: 11-ACTR0Ltr/11/2023-AC(TRG)/1530-59'

Date: 03.12.2024

The Deputy Commissioner  
Kendriya Vidyalaya Sangathan  
All Regional Offices & ZIETs

**Sub: Restructuring of 21-day In-service Course for implementing 50-hour of CPD- regarding.**

Madam/Sir

The Board of Governor (BoG) KVS, in its 126<sup>th</sup> meeting held on 22 Oct 2024, has approved the restructuring of the 21-day In-service Course every 6 years for implementing 50 Hours of Continuous Professional Development (CPD) every year. In this regard, the following directives are issued:

1. After the discontinuation of the 21-day In-service course format, any one of the following conditions must be met for financial upgrading to Senior Scale and Selection Scale for teachers:

- a. 50 hours of CPD every year,
- b. 21-day In-service Course completed in the last 06 years, from the year in which the Senior Scale/Selection scale is due.

If these eligibility requirements are not met, the teacher will not receive the financial upgradation (i.e., Senior or Selection Scale) in due year. The teacher will receive the upgradation in the year after completion of required eligibility.

2. If a teacher is unable to complete 50 hours of CPD in any given calendar year due to valid reasons, the teacher will have two options to make up for the missed hours of CPD:
  - a. Teacher can participate in 50 hours of CPD in any of the years to make 100 hours of CPD in a year to compensate for the missed CPD in any year. For example, due to any reason, if a teacher is unable to participate in CPD in 2025, s/he can participate in 100 hours of CPD in 2026.
  - b. Teacher can participate in 50 hours of CPD every year after the due year of senior scale/ selection grade. In such situation, teacher will be granted senior scale/ selection grade after completion of required eligibility.
3. The CPD guidelines shared by KVS Headquarters regarding the format and themes of training must be followed. As per these guidelines, Principals and Regional Offices (ROs) are required to keep an annual update in the service book of each teacher, confirming the completion of 50 hours of CPD.
4. This decision also subsumes the standing order issued by the Government of India vide letter No. F.5-180/86-UT-1 dated 12.08.1987, which mandated participation in an in-service training program of at least 3 weeks duration every six years.

This will be effective from the date of issue of this notification.

Yours sincerely,

  
(CHANDANA MANDAL)  
Joint Commissioner (Trg)

Copy to:

1. PS to Commissioner, KVS HQ, New Delhi
2. PA to Joint Commissioner (Admn/Fin/Acad/Pers)
3. DC (Acad) I/ DC (Acad) II
4. General Secretary AIKVTA, KVPSS, KEVINSTA
5. Guard File