

## **Function duties power: - Principal**

### **(a)Administrative Powers**

1. To function as the administrative head of the Vidyalaya and to act as the Drawing and Disbursing Officer of the staff employed in the Vidyalaya, subject to detailed instructions given in this regard in the Accounts Code.
2. To engage teachers on part time/ contractual basis as PRT/TGT/PGT subject to relevant instructions in this regard.
3. To make appointments to Group D posts and to approve probation and grant confirmation of Group D employees in the Vidyalaya.
4. To forward applications of Group C and D employees of the Vidyalaya for posts outside the Sangathan except posts abroad and to grant permission for registration with the Employment Exchange.
5. To grant permission to Group C and D employees of the Vidyalaya for appearing at public examination.
6. To implement the instructions and policies of the Sangathan in respect of curricular and co-curricular activities, and to take steps to bring about healthy development of the Vidyalaya in all fields.
7. To administer the Vidyalaya on sound lines and to develop healthy teacher-pupil relationship.
8. To be responsible for the proper maintenance of accounts and school records, service-books of teaching and non-teaching staff, returns and statistics as prescribed by the Sangathan from time to time.
9. To look after the welfare of the employees of the Vidyalaya.
10. To handle the official correspondence relating to the Vidyalaya and to furnish within the prescribed dates all returns and information required by the Sangathan.
11. To formulate and to submit to the Deputy Commissioner for approval, proposals for teaching staff, furniture, laboratory equipment and teaching aids etc. well before the commencement of the academic session.
12. To make all payments including salaries etc. of teachers and other staff in time and according to rules.
13. To ensure that tuition fees, where levied and Vidyalaya Vikas Nidhi (VVN) are realised and credited to the relevant bank Account in time.

14. To make purchase of stores etc. required for the Vidyalaya in accordance with the prescribed procedure, to enter all such stores in Stock Register, to scrutinize the bills and make payment.
15. To conduct physical verification of Vidyalaya property and stocks at least once a year and to inspect the stock registers occasionally to ensure their proper maintenance in accordance with the rules.
16. To be responsible for proper utilization of the Vidyalaya Vikas Nidhi for which a separate account shall be maintained. This account will be operated and the funds will be utilized in accordance with the rules laid down by the Sangathan from time to time.
17. To make satisfactory arrangements for supply of drinking water and other facilities for tiffin time for the pupils and to ensure that the school building and its fixtures and furniture, office equipment, laboratories, play grounds, school garden etc. are properly and carefully maintained.
18. To grant to his Vidyalaya local holidays, not exceeding seven in an academic year for educational and other bonafide purposes.
19. To supervise, guide and control the work of the teaching and non-teaching staff of the Vidyalaya.
20. To be overall in-charge of admissions in the Vidyalaya, preparation of school time-table, allocation of duties to teachers, provision of necessary facilities to teachers in the discharge of their duties and conduct of examinations and tests in accordance with the rules prescribed by the Sangathan from time to time.
21. To plan the year's academic work in advance in consultation with his colleagues and to hold subject committee and staff meetings at least once a month to review the work done during the month, and to assess the progress of the pupils.
22. To help and guide teachers and promote their professional growth by actively encouraging their participation in courses designed for in-service training.
23. To promote initiative of teachers for self-improvement and encourage them to undertake experiments which are educationally sound.
24. To encourage teachers for study of the curriculum and syllabus in use with a view to analyse the objectives of teaching of various topics and adapting instructional programmes, with due regard to inter-subject co-ordination. Such study would be particularly necessary when a new curriculum or syllabus is introduced.
25. To ensure that the teacher's diary is maintained in a manner that (i) it helps the teacher in his day to day work and (ii) it helps others to understand and appreciate his work.

26. To supervise class room teaching and secure co-operation and co-ordination amongst teachers of the same subject area as well as of other subjects.
27. To provide special help and guidance to teachers newly entering the profession.
28. To plan and prescribe a regular time-table for the scrutiny of pupils' written work and home assignment and to ensure that their assessment and correction are carried out effectively.
29. To make necessary arrangements for organising special instructions for the pupils according to their need.
30. To inform the teachers about the new rating schedule which may be prescribed from time to time for assessing their yearly work. To evaluate their work objectively and also to bring to the notice of the Deputy Commissioner/ Sangathan meritorious work done or successful experiments undertaken by any teacher to improve the Vidyalaya.
31. To organise and co-ordinate various co-curricular activities through the House System or in any other effective way.
32. To periodically organise educational excursions after proper planning.
33. To develop and organise the library resources and reading facilities in the Vidyalaya and ensure that the pupils and teachers have access to and use books and journals of established values and worth.
34. To encourage the formation of parent teacher associations in order to establish contacts with and secure co-operation of parents/ guardians in the programmes of the Vidyalaya.
35. To send regularly the progress reports of the students to their parents/ guardians and to show the answer books of half-yearly and session ending examination to the parents on demand.
36. To promote amongst pupils physical well-being, high standards of cleanliness and healthy habits, and to arrange two medical examinations of the students in an year and send medical reports to parents/ guardians.
37. To sanction increments of all staff of the Vidyalaya excluding Vice-Principals in the approved time scales.
38. To sanction leave other than leave preparatory to retirement and refuse leave to teachers and non-teaching staff of the Vidyalaya in accordance with the rules laid down by the Sangathan.

### **(b) Financial Powers :**

The financial powers of the Principal shall be as defined in the Appendix-1 Accounts Code.

### **Vice-Principal**

The Vice-Principal shall work under the overall guidance of the Principal and will attend to whatever duties are specially assigned to him by the Principal. Some of these could be as follows :

1. To assist the Principal in matters of academic co-ordination, preparation of school timetable, co-ordination of Subject Committee meetings, scrutiny of pupils' written work and home assignments, co-ordination of the school examinations and timely dispatch of progress card of students to parents, etc.
2. To organise various co-curricular activities of the school including games and physical education.
3. To develop and organise resources of the institution such as the school library, laboratories, teaching aids, etc.
4. To assist the Principal in the purchase of books and journals for Library and suitable equipment for Laboratories.
5. To look after the physical upkeep and cleanliness of the school and proper maintenance of property and stock. To assist the Principal in conducting physical verification of school property and device procedures for its careful and proper maintenance.
6. To exercise certain specific administrative powers assigned to the Principal is either on leave or away from the Vidyalaya on duty.

### **Officiating Arrangement During The Absence Of Principal**

1. When the vacancy is of less than two months' duration : During the absence of the Principal from the Vidyalaya, whether on account of illness or otherwise, the Vidyalaya Management Committee may call upon the senior-most PGT or teacher of that Vidyalaya to take over charge of the duties of the Principal, provided that there is no Vice-Principal posted in that Vidyalaya. The teacher so appointed will be in charge of routine duties of the Principal in addition to his own duties. No charge allowance will be admissible for such officiating arrangements, but an intimation shall be sent to the Regional Office about the arrangements made by the Vidyalaya Management Committee.
2. When the vacancy is of more than two months duration : In case of vacancies exceeding two months, the person to be appointed will hold current charge of the duties of the Post of Principal. Such arrangements shall be made after prior consultation with the Deputy Commissioner of the Region. Such of the members of staff as are appointed to hold current charge of the duties of Principal, shall be entitled to draw a charge allowance of Rs 300/- per month in the manner indicated below provided the officiating period is for more than two months:
  - A Post-Graduate Teacher promoted as Vice-Principal and posted simultaneously as In charge Principal may be given the option either to draw the pay of the Post of Vice-Principal or the pay

and allowance of Post-Graduate Teacher plus charge allowance. The option will be exercised within one month of his appointment as In charge Principal.

- If a Vice-Principal is appointed as In charge Principal of the School in which he/she is already working as Vice-Principal, in the absence of Principal, he/she may be allowed to draw the charge allowance in addition to his/her pay as Vice-Principal provided the post of Vice-Principal held by him/her is not filled.
- Where a Vice-Principal is transferred as In charge Principal to some other school, he/she would continue to draw the pay of Vice-Principal only.
- When a Trained Graduate Teacher is posted as In charge Principal for more than 2 months, he/she will be entitled to draw charge allowance of Rs 200/- per month in addition to his pay as TGT.

### **Headmistress/ Headmaster**

1. The Headmistress/ Headmaster is responsible for running primary sections under the overall guidance of the Principal and perform the under mentioned duties:

- To function as a Supervisor of the Primary Department.
- To help and guide the Primary Teachers.
- To organize workshops for the Primary Teachers for curriculum and syllabi in use, with a view to analyzing the objectives of teaching of various topics and adopting the instructional programmes suitable to them.
- To ensure that the teachers diaries are maintained properly.
- To ensure that lesson plans/unit plans are prepared regularly.

2. In a Kendriya Vidyalaya where the post of Headmistress/ Headmaster has been sanctioned and the same is lying vacant or the Headmaster or Headmistress has gone on leave for more than two months, the senior most primary teacher who will perform the current duties of the Headmaster will be entitled to draw a special pay of Rs.200/- per month for that period. The officiating Headmaster will perform these functions in addition to his/her regular work. The supervisor will be in full charge of the Primary Department (in addition to his/her normal teaching work) and will keep the Principal informed of the day to day developments and problems through various daily returns to be prescribed by the Principal.  
Note: Specific cases, where the Primary Wings are located in separate buildings away from the main school building and where it is considered essential, a TGT or PGT may be appointed as

supervisor on payment of special pay by the Sangathan in consultation with the Finance Member.

## **The Rules - Regulation - Instructions – Manuals**

KVS has its own set of Rules, Regulations, instructions, manuals and its Guidelines governing its functionary of Sangathan i.e the Kendriya Vidyalaya Sangathan. These rules are made available in KVS Education Code for Kendriya Vidyalayas, KVS Accounts Code for Kendriya Vidyalayas and amendments issued from time to time on various matters with administration of Kendriya Vidyalayas.

## **The Statement Of The Categories Of The Documents**

Documents pertain to KVS dealing with Academics, Administration, Personnel, Finance, Legal documents, vigilance documents and policy papers forwarded by MHRD. Some of the documents are of confidential and classified nature pertaining to employees of KVS and, therefore, cannot be made available for public circulation.

**Details are given below:**

## **Distribution of work among various non-teaching posts in Kendriya Vidyalayas.**

### **Section Officer**

1. To supervise all office work.
2. To report APAR of the Sub-Staff/LDC/UDC
3. To assist the Principal in discharging of his duties efficiently.

### **Assistant**

1. To maintain service book and personal file of the staff.
2. To scrutinize the TA/DA, LTC, Medical bills as per norms.
3. To scrutinize pay bill & Arrear bill as per norms.
4. To scrutinize the Establishment bills as per norms.
5. To scrutinize RTE claim bills as per norms.
6. To scrutinize the Income tax calculation of Staff and ensure correct TDS.
7. To Draft the letters for Vidyalaya correspondence to KVS/CBSE/NCERT etc.
8. To assist in smooth conduct of audit (Internal/AG audit) files and replies thereof.
9. To monitor the file of correspondence for Welfare of the staff i.e. Sr. Scale/Selection scale/In-Service Course disciplinary case/Court case etc.

10. To monitor the purchase process as per requirement by issuing the tenders & taking approval of Chairman VMC on Comparative statement.
11. To keep record of minutes of VMC/VEC meeting & assess the Principal in arranging VMC meeting as per KVS norms.
12. To process the cases for condemnation.
13. To dispose of RTI applications.
14. To extend guidance to the UDC/LDC in discharging their work.
15. Preparation of pension papers to liaise with local authority/electricity authority/water authority fire department etc.
16. Any other work assigned by Principal from time to time.

## **UDC**

1. To prepare and uploading of monthly pay bill.
2. To prepare arrear bills of staff.
3. To keep record of saving of staff u/s 80 & calculate Income Tax of staff on salary and ensure TDS.
4. To maintain cash book of VVN & school fund.
5. To maintain Ledger of School fund A/c.
6. To maintain Ledger of VVN Account and keep watch on financial ceiling.
7. To prepare Annual Account of VVN Account & School fund A/c as per norms.
8. To prepare Budget of school fund account & VVN account as per norms.
9. To prepare monthly and quarterly statement of VVN account & School fund.
10. To maintain petty cash book.
11. To maintain record of fees collection and its summary through DCR, CS II & CS 54.
12. To maintain Assets register/maintenance of Staff quarters.
13. To calculate & deduction of TDS form suppliers and file Income Tax return of Staff & dealers.
14. To check the work done by LDC/Sub-Staff.
15. To extend guidance to LDC relating to work allotted to LDC, if there is no assistant in the Vidyalaya.
16. Any other work assigned by Principal from time to time.

## **LDC**

1. To maintain stock register of office contingency/VVN & details of various stocks & their annual verification etc.

2. To prepare monthly schedule and Board sheet GPF/CPF/CPS/HBA etc.
3. To prepare comparative statement after obtaining rates.
4. To prepare monthly report of enrolment and vacancy position etc.
5. To prepare T. C. & keep record and uploading of T. C. on website.
6. To maintain scholar register/admission forms.
7. To maintain casual leave register/diary dispatch register and postal expense register.
8. To maintain current staff attendance register & keep old register.
9. To type all the letters of correspondence in English or Hindi.
10. To issue character certificate/NOC etc. to students & correspondence with KVS/CBSE/NCERT for Welfare of the students.
11. To maintain allotment of staff quarter/hostel files.
12. To keep all record in store systematically.
13. To keep record of all fee collection receipt for audit purpose.
14. Preparation of Railway concession forms.
15. Work related to financial assistants to students.
16. Checking up of E-mail for submission to Principal.
17. Any other work assigned by Principal/Assistant from time to time.

## **SUB STAFF**

1. Maintenance and upkeep of Principal office/office and other department (other than class rooms).
2. To attend the call-bell of the Principal/office.
3. To ring the bell of the Vidyalaya at the prescribed tomes.
4. To circulate the orders/letters amongst the staff.
5. To attend to telephone calls/operating of fax machine/franking machine & Xerox machine & to handle fire fighting equipments.
6. To assist in maintaining file/records/retrieval documents pertaining to TA/LTC/Medical/Leave application monthly return forms/pay bill etc.
7. To handle bank operations i.e. deposit/withdrawal of cash from bank.
8. To assist in local purchases.
9. To operate water pump/use of electrical equipment/water cooler etc.
10. To assist in maintaining diary/dispatch of letter.
11. To attend post office work.



12. To check all light point in class rooms to be Off & water tapes off in toilet & drinking point after school hours.
13. To maintain mobile no. and local address of the staff members.
14. Any other work assigned by Principal/SC/Assistant/UDC/LDC from time to time.