

Kendriya Vidyalaya Sangathan



तत् त्वं पूषन् अपावृणु
केन्द्रीय विद्यालय संगठन

Standard Operating Procedure for Grant of Confirmation in a time bound manner

Standard Operating Procedure for Grant of Confirmation

Sl. No.	Contents	Page No.
1	Objective	4
2	Scope	4
3	General Principles	4
4	Documents Required	5
5	Procedure timeline and Responsibilities	5 to 6
6	Consolidated timeline Matrix	6
7	Important Instructions	7
8	Responsibilities and accountabilities	7
8.1	Principal Kendriya Vidyalaya	7
8.2	Dealing Hand, Administration Section	7
8.3	Section Officer/Administrative Officer (SO/AO), Administration Section	7
8.4	Committee Members to recommend eligible staff for confirmation	7
8.5	Competent Authority (Deputy Commissioner)	7
9	Review	7

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STANDARD OPERATING PROCEDURE		
Department	Kendriya Vidyalaya Sangathan	
SOP Title	Standard Operating Procedure for Grant of Confirmation	
Applicability	SOP shall apply to all KVs	
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Standard Operating Procedure for Grant of Confirmation

1. Objective

The objective of this SOP is:

1. To establish a uniform and transparent procedure for processing cases related to Confirmation of newly appointed employees.
2. To ensure timely identification regarding Medical fitness & Police Verification of employee and processing of proposals.
3. To conduct meetings for Confirmation of newly appointed employees at regular six-month intervals.
4. To ensure compliance with KVS, DoPT and Government of India guidelines.
5. To maintain accountability and proper record management throughout the process.

2. Scope

This SOP shall apply to:

- All Kendriya Vidyalayas under the Regional Office.
- All Newly appointed Teaching and Non-Teaching Employees.
- Probation is prescribed when there is direct recruitment. The probation shall stand successfully completed on issue of orders in writing.
- Members of Committee for confirmation of employees to be nominated by the Competent Authority as per KVS, DoPT and Government of India guidelines.

3. General Principles

1. Confirmation of the cases shall be processed twice every year, covering the January to June and July to December cycles.
2. Confirmation shall be determined based on the completion of 11/22 months' probationary regular service successfully and strictly in accordance with the Medical fitness issued by Civil Surgeon at the time of joining in KVS and Police Verification of character and antecedents of the employee. Consolidated Guidelines regarding the Confirmation for Central Government Civilian Employees issued by the Department of Personnel and Training vide OM No. 28020/3/2018-Estt. (C) dated June 2018.
3. The Appointing Authority may declare successful completion, extend the period of probation or terminate the services of the temporary employee on probation, on the basis of evaluation of performance.
4. Medical fitness certificate at the time of entry into service, and the character and antecedents of the employee got verified, and if any disciplinary / vigilance case is pending/ contemplated against the employee, and Principal's specific recommendation of the proposal for confirmation shall be verified before placing cases before the committee members to recommend eligible staff for confirmation.
5. No case shall be considered unless all required documentation is complete.
6. Transparency, fairness, and adherence to prescribed timelines shall be ensured throughout the process.
7. The recommendations/decisions of the committee members to recommend eligible staff for confirmation shall be duly recorded in the proceedings and submitted for approval by the Competent Authority.
8. All records relating to Confirmation cases shall be maintained in physical form, wherever feasible.

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4. Documents Required for Confirmation

- Invitation of Proposals by Regional Office through Kendriya Vidyalayas in the prescribed proforma.
- Verification of qualifying service.
- 11 / 22 months' Probation Reports & APARs for prescribed period (Last 02 Years).
- Medical fitness certificate at the time of entry into service from Civil Surgeon.
- Character and antecedents of the employee got verified.

5. Procedure Timeline and Responsibilities

Note: 'T' denotes the date of issue of circular from Regional Office for inviting proposals from KVs.

S. No.	Activity/ Action Point	Description	Responsibility	Timeline (Working Days)
1	Invitation of Proposals	Regional Office shall issue a circular inviting proposals from Kendriya Vidyalayas. The circular shall specify eligibility conditions, checklist and submission deadline.	Dealing Hand	01 Jan/ 01 July
2	Submission by Kendriya Vidyalayas	Principals shall scrutinize records of eligible employees and submit complete proposals with all required documents, Incomplete proposals shall not be forwarded	Principal/KV	T + 30
3	Scrutiny at Regional Office	DH of administration Section shall verify: ○ Service eligibility ○ 11/22 months' Probation report ○ Medical certificate dully signed by Civil Surgeon ○ Police verification ○ The employee must have completed 75% of total duration of service prescribed for probation. ○ Previous confirmation details ○ To put-up Note-Sheet to DC.	Dealing Hand + SO/AO	T + 45
4	Preparation of Agenda	All cases shall be compiled by DH. Note-sheet to be put-up to the Deputy Commissioner for fixing a date for the Meeting and proposed name of Members should be mentioned in the note –sheet	Dealing Hand +SO/AO	T + 55
5	To conduct Meeting	● Committee shall examine all eligible cases. ● Recommendations shall be recorded in minutes. ● Deferred and rejected cases shall be clearly documented with reasons.	Dealing Hand+ Committee Members	By 30 Apr / 31 Oct T + 120

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S. No.	Activity/ Action Point	Description	Responsibility	Timeline (Working Days)
6	Approval of Competent Authority	- After the meeting is done, the list of cases eligible and non-eligible are mentioned in the minutes of the meeting and shall be submitted for approval of DC. - Proceedings shall be submitted for approval. - Approved recommendations shall be implemented.	DH + SO/AO + DC	T + 127
7	Issue of Orders	Formal sanction/order shall be issued	DH + SO/AO + DC	T + 137
8	Record Updation	Service Book entries shall be made. Employee database and personal records shall be updated	Principal of KV	T + 144

6. Consolidated Timeline Matrix

Note: 'T' denotes the date of issue of circular from Regional Office for inviting proposals from KVs.

S. No	Process Step	Responsibility	T + (Days)	Total Timeline	Cumulative Timeline
1	Invitation of Proposals	Dealing Hand	01 JAN/ 01 July		
2	Submission by Kendriya Vidyalayas	Principal/KV	T + 30	T + 30	T+30
3	Scrutiny at Regional Office	Dealing Hand	T + 05	T + 15	T+45
		Section Officer	T + 10		
		Admn. Officer	T + 15		
4	Preparation of Agenda	Dealing Hand	T + 05	T + 10	T+55
		Section Officer/Admn. Officer	T + 10		
5	To conduct Meeting	Committee Members	By 30 Apr / 31 Oct	T+65	T+120
6	Approval of Competent Authority	Dealing Hand	T + 1	T + 7	T+127
		SO/AO	T + 4		
		Deputy Commissioner	T + 7		
7	Issue of Orders	Dealing Hand	T + 2	T + 10	T+137
		SO/AO	T + 5		
		Deputy Commissioner	T + 10		
8	Record Updation	Principal of KV	T + 7	T + 7	T+144

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7. Important Instructions

1. Incomplete proposals shall not be considered.
2. 11/22 months' Probation reports must be complete and available for prescribed period.
3. Medical fitness must be valid on the date of meeting to be conducted to decide confirmation of employees.
4. Cases under disciplinary proceedings shall be dealt with as per extant rules.
5. Records shall be preserved as per KVS record retention policy.

8. Responsibility and Accountability

a) Principal, Kendriya Vidyalaya

- Identification of eligible officials and forwarding of their cases within the prescribed timelines.
- Verification and certification of service records and other relevant documents.

b) Dealing Hand, Administration Section

- Consolidation of proposal received from Kendriya Vidyalayas.
- Collection, scrutiny, and processing of proposals along with supporting documents.
- Ensuring completeness of records before submission to the SO/AO.

c) Section Officer/Administrative Officer (SO/AO), Administration Section

- Examination and verification of proposals with reference to applicable rules and guidelines.
- Submission of eligible cases for consideration by the committee to decide confirmation cases.
- Monitoring timely processing and disposal of cases.

d) Committee Members to recommend eligible staff for confirmation

- Objective and impartial assessment of cases in accordance with the prescribed rules and guidelines.
- Recording recommendations and proceedings with due justification.

e) Competent Authority (Deputy Commissioner)

- Approval of the proceedings and recommendations of the committee members.
- Ensuring transparency, compliance with rules, and timely disposal of cases.

9. Review

1. These SOPs shall be reviewed periodically by KVS Headquarters. Amendments may be issued from time to time in view of:

- Changes in Government policies;
- Judicial pronouncements;
- Statutory requirements;
- Administrative necessities.

The latest approved version issued by KVS Headquarters shall supersede all previous instructions on the subject to the extent of inconsistency.

2. In case of any ambiguity, inconsistency, or dispute regarding interpretation or application of any provision of this SOP, the matter shall be referred to KVS Headquarters for clarification. The decision of the Commissioner, Kendriya Vidyalaya Sangathan (HQ) shall be final, conclusive, and binding on all units and offices under KVS.

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