PM SHRI Kendriya Vidyalaya Ujjain — Suo Motu Disclosure

Proactive disclosure under Section 4(1)(b) of the Right to Information Act, 2005

Last updated: 23.07.2026

(i) The particulars of the school's organisation, functions and duties.
PM SHRI Kendriya Vidyalaya Ujjain (KV Code: 1137) is a Central Government school functioning under the Kendriya Vidyalaya Sangathan (KVS), an autonomous body under the Ministry of Education, Government of India. It is affiliated to the Central Board of Secondary Education (CBSE) and offers classes from I to XII. Its function is to provide a common programme of education primarily to children of transferable Central Government employees, including Defence and Para-Military personnel, and other eligible categories as per KVS admission guidelines.

(ii) The powers and duties of officers and employees.
Principal — overall administrative and academic head of the Vidyalaya; Vice-Principal — assists the Principal in academic and administrative matters; Heads of Department / Senior teachers — subject-wise academic supervision; PGTs/TGTs/PRTs — classroom teaching and student assessment as per CBSE/KVS norms; Non-teaching staff — office administration, accounts and estate management. Detailed powers are as prescribed in the KVS Education Code.

(iii) The procedure followed in decision-making, including channels of supervision and accountability.
Kendriya Vidyalaya Sangathan (Headquarters) → Regional Office, Bhopal → Deputy Commissioner → Assistant Commissioner → Principal, KV Ujjain → Vice-Principal / Heads of Department → Teaching and Non-Teaching Staff. The Vidyalaya Management Committee (VMC) also advises on local administrative matters.

(iv) The norms set for discharge of functions.
The Vidyalaya follows norms laid down by the Kendriya Vidyalaya Sangathan (KVS) Education Code and guidelines issued by the Central Board of Secondary Education (CBSE) for academic, administrative and examination matters.

(v) Rules, regulations, instructions, manuals and records used by employees.
KVS Education Code
KVS Accounts Code
; KVS Recruitment and Service Rules; CBSE Examination Bye-Laws; Central Civil Services (Conduct) Rules, as applicable to KVS employees.

(vi) Categories of documents held.
Admission registers, student attendance and academic records, examination records, fee receipts, staff service books and personal files, general correspondence, and asset/inventory registers.

(vii) Arrangements for consultation with/representation by the public in policy formulation.
Parent-Teacher Association (PTA) meetings held periodically; Vidyalaya Management Committee (VMC) with parent representation as per KVS norms.

(viii) Boards, councils, committees constituted, and whether their meetings/minutes are public.
Vidyalaya Management Committee (VMC) — meets periodically as per KVS guidelines; minutes are maintained by the school office and available on request through the PIO.

(ix) Directory of officers and employees.
See the Staff Details page on the school website.

(x) Monthly remuneration of officers and employees, including compensation system.
As per the 7th Central Pay Commission pay matrix applicable to Kendriya Vidyalaya Sangathan employees, along with admissible allowances (DA, HRA, TA, etc.) as per Government of India orders.

(xi) Budget allocated, plans, proposed expenditure and disbursement reports.
Budget is allocated by Kendriya Vidyalaya Sangathan (Regional Office, Bhopal) annually.

(xii) Manner of execution of subsidy programmes.
Merit and means-based scholarships/cash awards are given by KVS to meritorious students as per KVS guidelines (e.g., prize money for top performers in Board examinations).

(xiii) Particulars of recipients of concessions, permits or authorisations.
Not Applicable.

(xiv) Information available in electronic form.
Admission notices and forms, circulars, examination results and tender/works notices are published on the school website:

- Admission-related information
- Examination results
- Circulars and notices
- Calendar of activities

(xv) Facilities for citizens to obtain information (e.g. library timings).
Information can be obtained from the school office during working hours: 9:00 AM to 2:00 PM.

(xvi) Name, designation and contact details of the Public Information Officer (PIO) / Nodal Officer.
Sh. Mukesh Kumar Meena, Principal, PM SHRI KV Ujjain (designated PIO) — Email: ppl.ujjain@kvs.gov.in. Address: PM SHRI KV Ujjain, Engineering College Road, Ujjain (M.P.) — 456010.

(xvii) Other information.
KV Code: 1137 | CBSE School Code: 54129 | CBSE Affiliation No.: 1000021.

For RTI applications, please contact the Public Information Officer named above, or write to: PM SHRI KV Ujjain, Engineering College Road, Ujjain (M.P.) — 456010.