

CHAPTER II THE ORGANISATIONAL SET -UP OF THE SANGATHAN

Article 2. The Sangathan

Kendriya Vidyalaya Sangathan was registered as a Society under the Societies Registration Act(XXI of 1860) on 15th December , 1995. **(Appendix-I A.)** The objectives for which the Sangathan has been established, are detailed in the Memorandum of Association and Rules reproduced at **Appendix-I.** The Sangathan administers the scheme of Kendriya Vidyalayas formulated by the Government of India in the Ministry of Human Resource Development. It has a three tier management structure with Headquarters at New Delhi, Regional Offices to manage a cluster of schools and Kendriya Vidyalayas spread all over the country and abroad.

The KVS shall function through its General Body called the Sangathan, its Board of Governors and **four** standing Committees constituted by the Board viz. the Finance Committee, the Academic Advisory Committee the Works Committee and **Administration and Establishment Committee**

The Minister of Human Resource Development, in-charge of the Kendriya Vidyalaya Sangathan, shall be the ex-officio Chairman of the Sangathan. **The Minister of state ,HRD in charge of Kendriya Vidyalaya Sangathan shall be the Joint Chairman. Secretary, Department of SE&L MHRD shall be the Deputy Chairman and an officer of the Ministry of Human Resource Development notified by the Government of India for this purpose shall be the Vice-Chairman.** The Financial Adviser to the Ministry of HRD shall be the Finance Member of the Sangathan. The other members of the General Body of the Sangathan shall be appointed by the Government of India as per Rule 3 of the Memorandum of Association and Rules. **Additional Commissioner (Admn.) shall be the ex-officio Secretary of the Sangathan.**

The annual general meeting of the Sangathan shall be held once a year. Special meetings may, however, be convened by the Chairman, whenever necessary.

The address of the KVS is:

- | | | |
|-------------------|--|-------------------|
| a) Postal Address | : Kendriya Vidyalaya Sangathan (Hqrs.) | 18- Institutional |
| | Area, Shaheed Jeet Singh Marg, New Delhi- 110 016 | |
| b) E-Mail | : kvssao@nic.in | |
| c) Website | : www.kvsangathan.nic.in | |
| b) Fax | : 011- 26514179 | |

Article3. The Board of Governors.

The Board of Governors shall be the executive body through which the Sangathan shall discharge its responsibilities to fulfill the objectives set forth in the Memorandum of Association. The Board shall be responsible for the management of all affairs and funds of the Sangathan and shall have the authority to exercise all powers of the Sangathan. The Minister of Human Resource Development shall be the Chairman of the Sangathan, as well as, the Board Governors:

The minister of State in the Ministry of Human Resource Development who is the Joint Chairman and the respective officers of Human Resource Development Ministry nominated as Deputy Chairman,Vice- Chairman and Finance Member of the Sangathan shall function as such in the Board.

Commissioner shall be an ex-officio member. **The Additional Commissioner (Admn.) shall function as the Secretary of the Board too in his capacity as ex- officio Secretary of the Sangathan.**

The Board of Governors shall meet as often as may be necessary to transact its business but there shall not be a gap of more than 6 months between two meetings. For every meeting of the Board, at least ten days' notice shall be given in writing to each member. **One third members of the Board** present in person shall constitute a quorum at any meeting

NOTE: Any member who ceases to be a member of the Sangathan shall ipso- facto cease to be a member of the Board.

Article 4. Standing Committee

As per Rules and Regulations of the Sangathan, the Board of Governors, by a resolution, has appointed **four** advisory committees with such powers as were felt necessary. The composition and function of the **four** standing committees are as under:

A. Finance Committee:

(i) Composition :

- | | | |
|---|--------------------|--------------------|
| 1. Vice-Chairman, Kendriya Vidyalaya Sangathan | : Chairman | |
| 2. Finance Member, Kendriya Vidyalaya Sangathan | : Member | |
| 3. Representative of the Ministry of Defence who is a member of the Sangathan | : Member | Kendriya Vidyalaya |
| 4. Commissioner, Kendriya Vidyalaya Sangathan | : Member | |
| 5. Joint Commissioner (Finance) Kendriya Vidyalaya Sangathan | : Member Secretary | |

(ii) Functions

1. To scrutinize the accounts and budget estimates of the Sangathan and to make recommendations to the Board / Chairman;
2. To consider and make recommendations to the Board / Chairman on proposals for new expenditure on account of major works and purchases which shall be referred to the Finance Committee for opinion before they are considered by the Board / Chairman;
3. To scrutinize re- appropriation statements and audit notes and make recommendations thereon to the Board/ Chairman;
4. To review the finances of the Sangathan from time to time and have concurrent audit conducted whenever necessary ; and
5. To give advice and make recommendations to the Board/ Chairman on any other financial question affecting the affairs of the Sangathan.

B Academic Advisory Committee:

Composition :

- | | |
|---|--------------------|
| 1. Vice Chairman, KVS | - Chairman |
| 2. Commissioner, KVS | - Member |
| 3 to 7. To be nominated by the Chairman of KVS (from amongst outstanding Educationists) | - Members |
| 8. Additional Commissioner (Acad.) KVS | - Member Secretary |

ii) Functions:

1. To advise the Sangathan about academic and co- curricular programmes to be introduced in Kendriya Vidyalayas.
2. To help prepare guidelines for implementation of these programmes.
3. To review periodically these programmes and suggest measures for overcoming deficiencies and shortcomings.
4. To help Vidyalayas realize, among others, the following objectives of the Sangathan;
 - a) To develop Vidyalayas as “Schools of excellence” in the context of national goals of education.
 - b) To initiate and provide experimentation in education in collaboration with other expert bodies like CBSE, NCERT etc.
 - c) To promote national integration.
 - d) To review the publication programmes of the Sangathan and suggest improvements

c. Works Committee:

(I) Composition

- | | |
|---|-------------------|
| 1. Vice- Chairman, KVS | : Chairman |
| 2. Finance Members, KVS | : Member |
| 3. Commissioner , KVS | : Member |
| 4. Director of Education (Army),
Ministry of Defence | : Member |
| 5. Director of Education (Air Force),
Ministry of Defence | : Member |
| 6. Director, Military Land and
Cantonments, Ministry of Defence | : Member |
| 7. Director of Education (Navy),
Ministry of Defence | : Member |
| 8. Engineer – in- Chief, MES,
Ministry of Defence | : Member |
| 9. Director General (Works), CPWD,
Ministry of Urban Development | : Member |
| 10. Finance Adviser , Min. of Urban Dev.
or his representative | : Member |
| 11. Member (Engineering), Railway Board | : Member |
| 12. Joint Commissioner (Finance) | :Member-Secretary |

(ii) Functions :

The functions of this Committee will be to advise the Sangathan on the detailed programme of major works and to provide expert technical advice with regard to the construction of buildings for the Sangathan from time to time

d. Administration and Establishment committee

(i) Composition

- 1 . Vice Chairman KVS - Chairman
2. A representative of Ministry of Human Resource Development - Member
3. A representative of DOPT - Member
4. Commissioner ,KVS –Member
5. Additional Commissioner (Admn) – Member
6. Joint Commissioner (Pers/Admn.) –Member Secretary.

Functions

1. The functions of Administration and Establishment committee shall be to advise the sangathan about the policies to be introduced on administrative and establishment matters and the means to regulate and monitor those policies effectively.
2. To help prepare guidelines in matters of e-governance, settlement of grievances and monitoring of other redressal machinery.
3. To bring about effective coordination among the various units of the organization at various levels.

Article 5. Commissioner

The Commissioner shall be the Executive Head of the Sangathan and the Chief Administrator of Kendriya Vidyalayas, responsible for the due discharge of functions and policies as laid down by the Board.

At the Headquarters office in New Delhi, he shall be assisted in his work by two Additional Commissioners, five Joint Commissioners, four Deputy Commissioners and other officers and staff, as sanctioned and appointed from time to time.

Article 6. Additional Commissioners

(A) Additional Commissioner (Admn.) of the Sangathan shall be the Principal Officer under the Commissioner, in-charge of the registered office of the Sangathan. His main functions shall be as under;

- (i) He shall exercise general supervision over all accounts of the Sangathan, shall pass all bills for payment on behalf of the Sangathan, shall arrange for keeping up to date accounts of the Sangathan and do all other things which are necessary and incidental to the conduction of the work of the Sangathan.
- (ii) He shall prepare the budget for approval of the Board of Governors.
- (iii) He shall attend all meetings of the Sangathan and the Board and record the proceedings thereof in the Minutes Book.

- (iv) He shall execute and sign on behalf of the Sangathan or the Board all contracts, deeds and other instruments, except instruments relating to assurance of property, unless duly empowered in this regard by the Board of Governors.
- (v) He shall be responsible for the efficient administration of the Headquarters Office and shall be the Principal Adviser to the Commissioner in all matters concerning formulation of policies, accounts, administration and discipline.
- (vi) For the purpose of section E of the Societies Registration Act. 1860 (XXI of 1860), the **Additional Commissioner (Admn.)** shall be considered the Principal Executive of the Sangathan and the Sangathan may sue or be sued in the name of the **Additional Commissioner.**
- (B) **Additional Commissioner (Academics)** shall be the Principal Officer, under the Commissioner, for looking after the academic wing of the Sangathan. He will be responsible for monitoring the progress of the academic work at various levels, organisation of in-service training programmes, co-ordination of sports and games activities and implementation of language programme and co-curricular activities, etc.
He shall also be the **Member-** Secretary of the Academic Advisory Committee

Article 7. Joint Commissioner:

- (A) **Joint Commissioner (Finance)** shall be the internal Financial Adviser and Chief Accounts Officer of the Sangathan. He shall be the Member – Secretary of the Finance Committee as well as the Works Committee and shall be responsible for co-ordination of all works related to them.
- (B) **Joint Commissioner(Administration) and Joint Commissioner(Personnel)** shall assist the **Additional Commissioner (Admn.)** in looking after all personnel matters i.e. recruitment, promotion, placement and seniority etc. of the Sangathan staff at all levels.
- (C) **Joint Commissioner (Academics) and Joint Commissioner (Training)** shall assist the **Additional Commissioner (Academics)** in implementing various programmes for academic achievement and conducting in-service training programmes etc. and in monitoring the functioning of Zonal institutes of Education and Training.

Article8. Branch Officers:

The work of various sections in the Headquarters office shall be supervised at the branch level by **Deputy Commissioners, Assistant Commissioners ,** Executive Engineer (Works), Etc.

Articles 9. Deputy Commissioner (Regional Officer)

The KVS shall have as many Regions as may be approved by the Board, each headed by a **Deputy Commissioner**, who shall be responsible for the proper administration, supervision, inspection and control of the Vidyalayas falling in the region. He shall be assisted in the work by **Assistant Commissioners, Administrative Officer, Finance Officer** and other supporting staff.

Appendix-1A

CERTIFICATE OF REGISTRATION UNDER SOCIETIES REGISTRATION
ACT XXI OF 1860 (PUNJAB AMENDMENT) ACT 1957
AS EXTENDED TO THE UNION TERRITORY OF
DELHI.

No. S.2884 of 1965 -1966 .

I hereby certify that *CENTRAL SCHOOLS

ORGANIZATION*

has this day been registered under the Societies Registration
Act XXI of 1860 (Punjab Amendment) Act 1957, as extended to the
Union Territory of Delhi.

Given under my hand at DELHI

this 15th day of DECEMBER

One thousand nine hundred and SIXTY FIVE.

Fee Rs. 50.00 paid.

DHINGRA



(SURENDRA KISHORE)
REGISTRAR OF SOCIETIES
DELHI. 15

No. S/2884/1670

Dated 15-12-1965

From

The Registrar of Societies,
Old Secretariat,
Delhi.

To

Shri S.N. Dutt, Under Secy.,
Central School Units,
Room No. 36, M-Block,
Ministry of Education, N.D.H.

Reg: * CENTRAL SCHOOLS ORGANIZATION *

Dear Sir,

I am enclosing herewith the certificate of registration
of your society named above. Please acknowledge receipt.

Acknowledged
12/12

Encl: One Certificate.

DHINGRA

Yours faithfully,

(SURENDRA KISHORE)
REGISTRAR OF SOCIETIES
DELHI.



तत् त्वं पूषन् अपावृणु
केन्द्रीय विद्यालय संगठन

केन्द्रीय विद्यालय संगठन KENDRIYA VIDYALAYA SANGATHAN

क्षेत्रीय कार्यालय (REGIONAL OFFICE)
आईआईटी परिसर, पवई, मुंबई- 400076,
IIT Campus, Powai, Mumbai- 400076,
Website: <https://romumbai.kvs.gov.in>
E-Mail: kvsmbairegion@gmail.com
(022) 2572 8060/2328/6763/1614/0717 (EAPBX)

फा.सं.27082/2024-25/केविसं/क्षे.का./मुंबई/प्रशा./VMC/ 5918

दिनांक:- 13.08.2024
तत्काल-डाक/ई-मेल

कार्यालय आदेश/OFFICE ORDER

प्राचार्य केन्द्रीय विद्यालय, वायुसेना स्थल, ठाणे के पत्रांक फा.सं.27082/पीएमश्री के.वि. ठाणे/2024-25/362 दिनांक 08.08.2024 के संदर्भ में 03 वर्ष की अवधि दिनांक 01.08.2024 से दिनांक 31.07.2027 तक के लिए केन्द्रीय विद्यालय, वायुसेना स्थल, ठाणे से संबन्धित निम्नलिखित विद्यालय प्रबंधन समिति की नियुक्ति की स्वीकृती एतद द्वारा प्रदान की जाती है।

क्र.स.	विद्यालय प्रबंध समिति में पद	प्रस्तावित अध्यक्ष/ नामित अध्यक्ष/ सदस्यों के नाम
1	अध्यक्ष (Chairman)	GP CAPT PARAMJEET SINGH MULTANI Station Commander, AFS, Thane
2	नामित अध्यक्ष (Nominee Chairman)	Gp Capt Asheesh Prakash C Adm O, AFS, Thane
3	दो श्रेष्ठ शिक्षाविद सदस्य	Mrs. Simmi Juneja, Principal, DAV Public School
4		Mrs. Nikhita Khotari, Principal, Indo Scottish Global School,
5	संस्कृति के क्षेत्र में उत्कृष्ट कार्यों के लिए विख्यात श्रेष्ठ व्यक्ति	Mr. Madhukar Pawshe, Community Service as Ex-Corporator
6	प्राचार्य की संस्तुति पर वि.प्र.स. अध्यक्ष द्वारा नामित केवि में अध्ययनरत छात्रों के दो अभिभावक (सदस्यों का कार्यकाल एक वर्ष का होगा)	From Shift-1 Mr. Ranchal P T F/O Rritvik Prachalit, Class- 2 (B) Mrs. Sravanthi Nag M/O Padhyumna, Class- 9 (A)
8		From Shift-2 Mr. Mangesh Sakpal F/O Nirmayee Sakpal, Class-5 (C) Mrs. Mahananda Chothe M/O Shivtej, Class-9 (C)
7		
8	क्षेत्र का एक श्रेष्ठ चिकित्सक यदि उपलब्ध हो तो वर्ग 1-में सेवारत	Dr. (Sqn Ldr) Ragit, Senior Medical Officer, AFS, Thane
9	अनुसूचित जाति/ जनजाति का एक प्रतिनिधि यदि नहीं हो तो अल्पसंख्यक समुदाय का एक सदस्य	Mr. Daya Panwar, Asst. Director, O/O Commissioner of Income Tax (Admn & TPS) Aayakar Bhawan, M.K.Road, Mumbai-400020.
10	शिक्षक प्रतिनिधि	Mrs. Rita Khanna, TGT (AE) (I Shift) Mrs. KM Shweta, TGT (AE) (II Shift)
11	प्राचार्य, केन्द्रीय विद्यालय सदस्य सचिव	Mr. Ved Prakash Goutam, Principal, PM SHRI KV AFS Thane & Mrs. Anjali S Parchake, Vice Principal, PM SHRI KV AFS Thane (II Shift)
12	सहयोजित सदस्य	Mrs. Subhalakshi S, Chief Manager, Bank of India,
13	सीजीईडबल्यूसीसी सदस्य	Mr. Rakesh Kumar, ITO, O/O Income Tax
14	निर्माण संबंधी तकनीकी सदस्य	Maj (Mr.) Vipin Nath, GE, MES, AFS, Thane

(शशिदा परवीन)
प्रभारी उपायुक्त

प्रतिलिपि:-

- प्राचार्य, केन्द्रीय विद्यालय, वायुसेना स्थल, ठाणे को सूचनार्थ एवं आवश्यक कार्रवाई हेतु।
- अध्यक्ष, वि.प्र.स., केन्द्रीय विद्यालय, वायुसेना स्थल, ठाणे को सूचनार्थ।

ध्यान दे।

1. यह सुनिश्चित किया जाए की केंद्रीय विद्यालय में अधिकतम समय से कार्यरत शिक्षक को चक्रानुक्रम विद्यालय प्रबंधन समिति के लिए नामित किया जा सकता है।
2. आगामी शैक्षिक सत्र के प्रारम्भ होने तक विद्यालय प्रबंधन समिति अध्यक्ष द्वारा दो बच्चों के अभिभावकों को नामित किया जा सकता है, न की एक वर्ष के लिए क्योंकि यह संभावना है की कुछ मामलों में विद्यार्थिगण विद्यालय में पूरे वर्ष के लिए नामांकित न रहे।
3. प्राचार्य, विद्यालय प्रबंधन समिति की समाप्ती की तिथि को नोट करके रखे और इस संबंध में उपयुक्त समय पर नियमावली के अनुरूप प्रस्ताव प्रस्तुत करें, ताकि आगामी विद्यालय प्रबंधन समिति को समय से गठित किया जा सके।
4. प्राचार्य यह भी सुनिश्चित करें कि वित्तीय वर्ष में कम से कम 03 बैठक आयोजित की जाए, जिसका संचालन अगस्त के पहले सप्ताह में, दिसंबर के पहले सप्ताह में तथा फरवरी के पहले सप्ताह में किया जाए।