SUO MOTU DISCLOSURE UNDER SECTION 4(1)(b) RIGHT TO INFORMATION ACT, 2005

PM SHRI KENDRIYA VIDYALAYA SURATGARH CANTT

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(i) The particulars of the school's organization, functions and duties

School name: PM SHRI Kendriya Vidyalaya Suratgarh Cantt.

CBSE Affiliation No.: 1700037

Managed by: Kendriya Vidyalaya Sangathan (KVS), Ministry of Education, Government of India

(ii)Address: PM SHRI Kendriya Vidyalaya Suratgarh Cantt, 20 stb,

Military Station, Suratgarh, Distt: Sri Ganganagar Rajasthan – 335804.

Website: http://suratgarhcantt.kvs.ac.in

Function: Imparting school education in accordance with the CBSE curriculum and KVS norms.

(iii)The powers and duties of its officers and staff

Principal: Shri Mahesh Kumar Kumawat

Overall academic and administrative head of the Vidyalaya, responsible for implementation of KVS/CBSE policies, staff supervision, financial management, and school administration.

Other teaching and non-teaching staff discharge duties according to their designation under the supervision of the Principal in accordance with the KVS Education Code.

(iv) Procedure followed in decision-making, including channels of supervision and accountability

Decisions are taken in accordance with the KVS Education Code and CBSE norms.

Supervisory Channel:

Teacher → Principal → Deputy Commissioner, KVS Jaipur Region → Kendriya Vidyalaya Sangathan (Headquarters)

The Vidyalaya Management Committee (VMC) provides institutional oversight and guidance.

(v) Norms set for discharge of functions

- Admission Policy: KVS Admission Guidelines
- Academic Calendar: KVS Calendar of Activities
- Examination and Evaluation: As per KVS and CBSE norms and the KVS Education Code.

(vi) Rules, regulations, instructions, manuals and records used by staff

- KVS Education Code
- CBSE Affiliation Bye-laws and Curriculum
- KVS Accounts Code
- CCS Conduct Rules and other Government of India rules applicable to KVS employees.

(vii)Categories of documents held by the school

- Admission and enrolment records
- Student attendance & academic records
- Examination records
- Fee records
- Service books of employees
- VMC proceedings
- Library records

(viii)Arrangement for consultation with or representation by the public in policy formulation

Parent-Teacher Meetings (PTMs) are held periodically.

Parents are represented through the Vidyalaya Management Committee (VMC).

(ix) Boards, Councils, Committees and other bodies

- Vidyalaya Management Committee (VMC)
- Other committees constituted as per KVS guidelines

(x) Directory of officers and employees

Available under **Staff Details** on the Vidyalaya website.

(xi)Monthly remuneration of officers and employees

Pay and allowances are regulated by Kendriya Vidyalaya Sangathan in accordance with Central Government rules and the applicable Pay Commission.

(xii)Budget allocated

Budget allocation and expenditure are governed by the KVS Accounts Code.

Budget details may be obtained through the Public Information Officer under the RTI Act.

(xiii)Execution of subsidy programmes

The Vidyalaya does not administer any subsidy programme.

(xiv) Particulars of concessions, permits or authorizations granted

The Vidyalaya grants concessions only as admissible under Government of India and KVS rules.

(xv) Information available in electronic form

- Examination Results
- Circulars & Notices issued by KVS HQ and KVSRO Jaipur
- Admission related Information
- Mandatory Public Disclosures

(xvi)Facilities available to citizens for obtaining information

- School Office during working hours
- Library: For internal use of students and staff only; not open to the general public
- Notice Board
- Official Website

(xvii)Names, designation and particulars of the Public Information Officer

Public Information Officer (PIO)

Principal: Shri Mahesh Kumar Kumawat

Address:

PM SHRI Kendriya Vidyalaya

Suratgarh Cantt 20 stb, Military

Station Suratgarh, Distt

Sriganganagar– 335804, Rajasthan

Website : http://suratgarhcantt.kvs.ac.in

Email: kvsuratgarhcantt[at]gmail[dot]com

Phone: 01509-295936, 294237

First Appellate Authority

Sh. Sanjit Kumar,

Deputy Commissioner

Kendriya Vidyalaya Sangathan

Jaipur Region

Phone: 0141-2704572

(xviii)Other Information

Any information not covered above may be obtained by submitting an application under the **Right to Information Act, 2005** to the Public Information Officer of the Vidyalaya along with the prescribed application fee, as applicable.