# Manual 5 - Rules, Regulations, Instructions, Manuals and Records Used for Discharging Functions

## Kendriya Vidyalaya STPS Suratgarh

## RTI Act, 2005 - Section 4(1)(b)

### 1. Introduction

In compliance with **Section 4(1)(b)(v) of the Right to Information Act, 2005**, Kendriya Vidyalaya STPS Suratgarh publishes the list of rules, regulations, instructions, manuals and records used by its officers and employees while discharging official duties.

The Vidyalaya functions under the administrative control of **Kendriya Vidyalaya Sangathan (KVS), Ministry of Education, Government of India**, and follows the policies, rules, circulars and guidelines issued by the Government of India, KVS Headquarters, Jaipur Regional Office and CBSE.

### 2. Major Rules, Regulations and Manuals

| Sl. No. | Name of Rule/Manual | Purpose | Issuing Authority |
|---|---|---|---|
| 1 | Right to Information Act, 2005 | Transparency and access to information | Government of India |
| 2 | Kendriya Vidyalaya Sangathan Education Code | Administration and functioning of Kendriya Vidyalayas | KVS Headquarters |
| 3 | KVS Admission Guidelines | Admission procedures and eligibility | KVS Headquarters |
| 4 | KVS Transfer Guidelines | Staff transfer policy | KVS Headquarters |
| 5 | KVS Academic Calendar | Academic planning and activities | KVS Headquarters |
| 6 | KVS Assessment & Examination Guidelines | Conduct of examinations and evaluation | KVS Headquarters |
| 7 | CBSE Affiliation Bye-laws | Affiliation norms for schools | CBSE |
| 8 | CBSE Examination Bye-laws | Conduct of Board examinations | CBSE |
| 9 | NCERT Curriculum & Textbooks | Curriculum and textbooks | NCERT |
| 10 | General Financial Rules (GFR), 2017 | Financial management and procurement | Government of India |
| 11 | Central Civil Services (Conduct) Rules, 1964 | Conduct of employees | Government of India |
| 12 | Central Civil Services (Leave) Rules, 1972 | Leave rules | Government of India |
| 13 | Central Civil Services (CCA) Rules, 1965 | Discipline and appeal | Government of India |
| 14 | Delegation of Financial Powers Rules (DFPR) | Financial powers | Government of India |

| Sl. No. | Name of Rule/Manual | Purpose | Issuing Authority |
|---|---|---|---|
| 15 | Manual on Office Procedure (MOP) | Office administration | Government of India |
| 16 | General Provident Fund (GPF)/NPS Rules | Retirement benefits | Government of India |
| 17 | POCSO Act, 2012 | Child protection | Government of India |
| 18 | Right of Children to Free and Compulsory Education Act, 2009 | Elementary education | Government of India |
| 19 | Disaster Management Guidelines | School safety | Government of India/KVS |
| 20 | KVS Circulars and Office Memoranda | Administrative instructions | KVS Headquarters |

**3. Academic Documents Followed**

The Vidyalaya follows:

- KVS Academic Calendar
- NCERT Curriculum
- CBSE Curriculum
- Learning Outcomes
- Competency-Based Education (CBE)
- School Time Table
- Annual Academic Plan
- Lesson Plans
- Assessment Guidelines
- Practical Manuals
- Subject Enrichment Guidelines

**4. Administrative Documents**

The following administrative documents are maintained and used:

- Office Orders
- Circulars
- Establishment Files
- Service Books
- Leave Records
- Seniority Lists
- Confidential Records (where applicable)
- Staff Attendance Registers
- Staff Duty Allocation Orders

5. **Financial Documents**
   The following documents govern financial management:
   - Budget Estimates
   - Cash Book
   - Ledger
   - Stock Registers
   - Purchase Files
   - Quotations
   - Tender Documents (where applicable)
   - Bills & Vouchers
   - Audit Reports
   - Utilization Certificates

6. **Student Records**
   The following records are maintained:
   - Admission Register
   - Student Attendance Register
   - Transfer Certificates
   - Character Certificates
   - Progress Cards
   - Board Examination Records
   - Result Registers
   - Scholarship Records
   - Student Health Records

7. **Library Records**
   The Library maintains:
   - Accession Register
   - Book Issue Register
   - Digital Library Records
   - Stock Verification Register
   - Periodical Register

8. **Laboratory Records**
   Science and Computer Laboratories maintain:
   - Stock Register
   - Dead Stock Register
   - Practical Register
   - Equipment Maintenance Register
   - Issue Register

9. **Committee Records**

Each committee maintains:

- Constitution Order
- Meeting Notices
- Minutes of Meetings
- Attendance Records
- Action Taken Reports

Committees:

- Admission Committee
- Examination Committee
- Purchase Committee
- Internal Complaints Committee (ICC)
- Sports Committee
- CCA Committee
- Library Committee
- Safety Committee

10. **Office Records**

The Office maintains:

- Inward/Outward Register
- Dispatch Register
- RTI Register
- Complaint Register
- Asset Register

11. **Registers Maintained**

| Register | Purpose |
|---|---|
| Admission Register | Student admissions |
| Attendance Register | Attendance of students |
| Staff Attendance Register | Attendance of staff |
| Stock Register | School assets |
| Cash Book | Financial transactions |
| Library Accession Register | Library books |
| Examination Register | Examination records |
| Service Book | Employee service details |
| RTI Register | RTI applications |
| Complaint Register | Public grievances |

12. **Instructions Followed**

The Vidyalaya complies with:

- Circulars issued by KVS Headquarters
- Instructions issued by Jaipur Regional Office
- CBSE Circulars
- Ministry of Education Guidelines
- Government of India Office Memoranda
- District Administration instructions (where applicable)
- Health & Safety Guidelines

13. **Digital Records**

The following records are maintained electronically:

- Student database
- Staff database
- Examination data
- Fee records
- Official correspondence
- School website
- Email records
- UBI/Bank records

14. **Record Preservation**

Records are preserved according to:

- KVS Record Retention Schedule
- Government of India Record Retention Rules
- Financial Record Preservation Norms
- CBSE Record Retention Guidelines

15. **Public Access**

Many of the above documents are available through:

- School Website
- KVS Website
- CBSE Website
- RTI Act provisions
- School Office

16. **Reference Websites**

- Kendriya Vidyalaya Sangathan – https://kvsangathan.nic.in
- CBSE – https://cbse.gov.in
- NCERT – https://ncert.nic.in
- Department of Personnel & Training (DoPT) – https://dopt.gov.in
- Ministry of Education – https://www.education.gov.in
- RTI Online – https://rtionline.gov.in