Suo Motu Disclosure under Section 4(1)(b) of the RTI Act, 2005

PM SHRI Kendriya Vidyalaya No. 4, Jaipur

Date of last update: 23.07.2026

#	Item
(i)	**The particulars of the school's organisation, functions and duties** • **School name: PM Shri Kendriya Vidyalaya No. 4, Jaipur** • **CBSE Affiliation No.: 1700039** • **Managed by: Kendriya Vidyalaya Sangathan (KVS), Ministry of Education, Government of India** • **Address: PM Shri Kendriya Vidyalaya No. 4, Shahid Sagat Singh Marg, Khatipura Road, Jaipur (Raj.) – 302012** • **Function: Imparting school education in accordance with CBSE curriculum and KVS norms**
(ii)	**The powers and duties of its officers and staff** • **Principal: Shri Mahipal Singh — overall academic and administrative head of the Vidyalaya, responsible for implementation of KVS/CBSE policies, staff supervision, and school administration** • **Other teaching and non-teaching staff discharge duties as per their designation, under the supervision of the Principal, in accordance with the KVS Education Code**
(iii)	**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)** • **Vidyalaya Management Committee (VMC) provides institutional oversight and guidance — see VMC details**
(iv)	**Norms set for discharge of functions** • **Admission policy: KVS Admission Guidelines** • **Academic calendar: Calendar of Activities** • **Examination and evaluation policy: As per KVS and CBSE norms and the KVS Education Code**
(v)	**Rules, regulations, instructions, manuals and records used by staff** • **KVS Education Code** • **CBSE bye-laws and curriculum guidelines** • **KVS Accounts Code (for financial rules and budget matters)**
(vi)	**Categories of documents held by the school** • **Admission and enrollment records** • **Student attendance and academic records** • **Fee receipts and accounts** • **Vidyalaya Management Committee (VMC) records**

	• **Staff service records**
(vii)	**Arrangement for consultation with / representation of the public in policy formulation** • **Parent-Teacher Meetings (PTMs) held periodically through the academic year** • **Vidyalaya Management Committee (VMC), which includes parent representation — see VMC details**
(viii)	**Boards, councils, committees constituted by the school** • **Vidyalaya Management Committee (VMC) — for member details, see VMC page**
(ix)	**Directory of officers and employees** **See Staff Details for the list of teaching and non-teaching staff with designation.**
(x)	**Monthly remuneration of officers and employees** **Pay is fixed as per Kendriya Vidyalaya Sangathan (KVS) pay scales and the KVS Accounts Code, in line with Government of India norms.**
(xi)	**Budget allocated, plans, proposed expenditure and disbursements** **Budget and financial management are governed by the KVS Accounts Code. Detailed figures may be obtained through the Public Information Officer.**
(xii)	**Execution of subsidy programmes** ***The school does not administer any subsidy programme.***
(xiii)	**Particulars of concessions, permits or authorisations granted** ***The school does not grant any concession, permit or authorisation, other than fee concessions admissible under applicable Government/KVS norms.***
(xiv)	**Information held in electronic form** • **Examination results** • **Circulars and notices** • **Admission-related information** • **Calendar of activities**
(xv)	**Facilities available to citizens for obtaining information** • **Front office / admission office hours: 9:00 AM to 2:00 PM** • **Library: For internal use of students and staff only; not open to the general public**
(xvi)	**Names, designations and particulars of the Public Information Officer** • **Public Information Officer (PIO): Shri Mahipal Singh, Principal** **Address: PM Shri Kendriya Vidyalaya No. 4, Shahid Sagat Singh Marg, Khatipura Road, Jaipur (Raj.) – 302012** **Phone: 0141-2350653 (O)** **Email: ppl.jaipurno4@kvs.gov.in** • **First Appellate Authority: Sh. Sanjit Kumar, Deputy Commissioner, KVS** **Phone: 0141-2704572** **In this capacity from 28-06-2024 (till date)**
(xvii)	**Other information** ***No other information at present.***

For information not covered above, citizens may file an application with the Public Information Officer named at item (xvi),

along with the prescribed RTI application fee, as per the RTI Act, 2005.