



केन्द्रीय विद्यालय संगठन

भोपाल संभाग

KENDRIYA VIDYALAYA SANGATHAN

BHOPAL REGION

वार्षिक प्राचार्य सम्मेलन – 2018

ANNUAL PRINCIPALS' CONFERENCE – 2018

22 से 24 जुलाई 2018

22nd to 24th July 2018

स्थल : होटल सायाजी, इन्दौर

Venue : Hotel Sayaji, Indore

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ACADEMICS

1. Result Analysis

i) Class X -Overall Result (Bhopal Region):

Sl. No.	2017 - 2018 Name of KV	AISSE - Class X					
		Number of students				Pass %	P.I.
		APPD.	PASS	FAIL	COMP		
1	AMLA	85	81	0	4	95.29	59.26
2	BAIRAGARH	128	128	0	0	100.00	52.87
3	BARWAHA	63	59	0	4	93.65	48.25
4	BARWANI	38	35	0	3	92.11	48.29
5	BETUL	39	37	0	2	94.87	51.54
6	BHIND	77	58	0	19	75.32	48.12
7	BHOPAL No.1	176	176	0	0	100.00	63.01
8	BHOPAL No.2	169	163	0	6	96.45	56.72
9	BHOPAL No.3 (S1)	70	69	0	1	98.57	64.29
10	BHOPAL No.3 (S2)	65	65	0	0	100.00	63.27
11	BINA	67	65	0	2	97.01	52.43
12	BURHANPUR	30	27	0	3	90.00	48.75
13	CRPF BANGRASIA	34	34	0	0	100.00	51.99
14	DATIA	31	27	0	4	87.10	49.27
15	DEWAS BNP	95	94	0	1	98.95	56.32
16	DHAR	58	56	0	2	96.55	45.00
17	GAIL VIJAYPUR	35	35	0	0	100.00	62.57
18	GUNA	80	80	0	0	100.00	48.75
19	GWALIOR No.1 (S1)	175	159	1	15	90.86	52.86
20	GWALIOR No.1 (S2)	37	30	0	7	81.08	52.84
21	GWALIOR No.2	137	131	0	6	95.62	60.11
22	GWALIOR No.3	120	118	0	2	98.33	49.81
23	GWALIOR No.4	97	74	1	22	76.29	46.13
24	GWALIOR No.5	74	70	0	4	94.59	51.62
25	HARDA	40	26	0	14	65.00	43.00
26	HOSHANGABAD	50	50	0	0	100.00	59.25
27	INDORE No.1 (S1)	148	147	0	1	99.32	57.69
28	INDORE No.1 (S2)	55	55	0	0	100.00	50.18
29	INDORE No.2	95	89	1	5	93.68	47.71
30	ITARSI No.1 OF	61	59	0	2	96.72	59.39
31	ITARSI No.2 CPE	79	79	0	0	100.00	63.16
32	JHABUA	28	27	0	1	96.43	58.48
33	KARERA ITBP	38	38	0	0	100.00	58.88
34	KHANDWA	105	97	0	8	92.38	43.52

35	KHARGONE	71	69	0	2	97.18	47.50
36	MANDSAUR	57	54	0	3	94.74	51.71
37	MHOW	111	111	0	0	100.00	60.65
38	MORENA	35	33	0	2	94.29	56.14
39	MUNGAOLI	63	60	1	2	95.24	54.37
40	NARMADANAGAR	31	31	0	0	100.00	60.48
41	NEEMUCH	106	106	0	0	100.00	54.34
42	NEPANAGAR	35	33	0	2	94.29	51.50
43	PACHMARI	55	55	0	0	100.00	58.14
44	RAISEN	33	31	0	2	93.94	57.27
45	RAJGARH	75	67	0	8	89.33	46.33
46	RATLAM	82	80	0	2	97.56	48.41
47	SARNI	67	62	0	5	92.54	52.87
48	SEHORE	73	70	0	3	95.89	57.02
49	SEONI MALWA	66	66	0	0	100.00	56.74
50	SHAJAPUR	56	56	0	0	100.00	50.98
51	SHEOPUR	34	26	0	8	76.47	40.66
52	SHIVPURI	74	70	0	4	94.59	49.22
53	TIKAMGARH	42	42	0	0	100.00	63.63
54	UJJAIN	120	119	0	1	99.17	58.23
55	VIDISHA	78	67	0	11	85.90	44.55
KVS RO BHOPAL		4043	3846	4	193	95.13	53.96

Highlights Class X Result 2018 :-

Item	No. of Students
No. of Students Appeared	4043
Qualified	3846
Pass %	95.13
Total No. of Boys passed	2172(94.64%)
Total No. of Girls Passed	1674(95.77%)
Total No of students securing above 90 & above	162
Total No of Kendriya Vidyalaya having X	55
Total No of Kendriya Vidyalayas with 100% result	13

Highlights :

- ii) KV Tikamgarh produced 100% result with highest PI 63.63%
- iii) 33 KVs have produced above 95% in class X
- iv) 22 KV have produced below 95% in class X
- v) The PI in class X has been 53.96
- vi) The total number of students getting merit certificates in X for the year would be 22.

Class XII -Overall Result (Bhopal Region):

Sl. No.	Name of KV	Number of students				Pass %	P.I.
		APPD.	PASS	FAIL	COMP		
1	AMLA	60	58	0	2	96.67	56.92
2	BAIRAGARH	105	105	0	0	100.00	55.67
3	BARWAHA	31	31	0	0	100.00	66.53
4	BARWANI	29	23	1	5	79.31	40.52
5	BETUL	32	31	0	1	96.88	59.30
6	BHIND	40	38	1	1	95.00	62.94
7	BHOPAL No.1	187	187	0	0	100.00	69.64
8	BHOPAL No.2	108	99	2	7	91.67	55.76
9	BHOPAL No.3 (S1)	87	86	0	1	98.85	61.01
10	BHOPAL No.3 (S2)	33	30	0	3	90.91	52.58
11	BINA	64	63	0	1	98.44	57.07
12	DEWAS BNP	84	84	0	0	100.00	52.68
13	DHAR	47	47	0	0	100.00	62.39
14	GUNA	62	60	1	1	96.77	61.25
15	GWALIOR No.1 (S1)	159	157	0	2	98.74	62.31
16	GWALIOR No.1 (S2)	10	10	0	0	100.00	62.00
17	GWALIOR No.2	111	111	0	0	100.00	63.87
18	GWALIOR No.3	104	101	0	3	97.12	52.86
19	GWALIOR No.4	62	60	1	1	96.77	53.99
20	GWALIOR No.5	75	74	1	0	98.67	55.30
21	HARDA	27	11	9	7	40.74	24.44
22	HOSHANGABAD	35	35	0	0	100.00	61.36
23	INDORE No.1 (S1)	134	133	0	1	99.25	65.58
24	INDORE No.1 (S2)	50	50	0	0	100.00	57.60
25	INDORE No.2	101	97	1	3	96.04	61.73
26	ITARSI No.1 OF	49	45	0	4	91.84	57.30
27	ITARSI No.2 CPE	75	66	4	5	88.00	54.87
28	JHABUA	47	47	0	0	100.00	71.54
29	KARERA ITBP	30	30	0	0	100.00	57.08
30	KHANDWA	71	66	3	1	92.96	55.95
31	KHARGONE	49	48	1	0	97.96	44.85
32	MANDSAUR	53	50	0	3	94.34	58.16
33	MHOW	98	98	0	0	100.00	65.51

34	MORENA	32	32	0	0	100.00	62.58
35	MUNGAOLI	43	43	0	0	100.00	73.60
36	NARMADANAGAR	20	20	0	0	100.00	62.13
37	NEEMUCH	117	96	3	18	82.05	51.67
38	NEPANAGAR	46	42	0	4	91.30	53.21
39	PACHMARI	36	36	0	0	100.00	61.74
40	RAISEN	43	43	0	0	100.00	64.83
41	RAJGARH	59	58	0	1	98.31	58.47
42	RATLAM	62	61	0	1	98.39	54.88
43	SARNI	60	57	0	3	95.00	63.79
44	SEHORE	56	56	0	0	100.00	70.36
45	SEONI MALWA	37	37	0	0	100.00	67.57
46	SHAJAPUR	19	19	0	0	100.00	67.89
47	SHIVPURI	64	64	0	0	100.00	66.41
48	UJJAIN	95	95	0	0	100.00	64.68
49	VIDISHA	48	46	0	2	95.83	56.35
KVS RO BHOPAL		3146	3036	28	81	96.50	59.83

Highlights Class XII Result 2018 :-

Item	No. of Students
No. of Students Appeared	3146
Qualified	3036
Pass %	96.50
Total No. of Boys passed	1442
Total No. of Girls Passed	1594
Total No of students securing above 90 & above	174
Total No of Kendriya Vidyalaya having XII	49
Total No of Kendriya Vidyalayas with 100% result	22

Highlightes:

- KV Tikamgarh produced 100% result with highest PI 73.60
- 39 KVs have produced above 95% in class XII
- 10 KV have produced below 95% in class XII
- The PI in class X has been 59.83
- The total number of students getting merit certificates in X for the year would be 33.

2. Vidyalaya Plan , Supervision and Vidyalaya Assessment :

Name of the Region: Bhopal

S. No.	Name of Kendriya Vidyalaya	Value Points awarded in Administration out of 350	Value Points awarded in Academics out of 500	Value Points awarded in Others out of 150	Total Value Points awarded out of 1000
1	Amla	284.8	151.63	70.00	506.43
2	Bairagarh	301	206.12	92.50	599.62
3	Bangrasia	262	174.27	88.00	524.27
4	Barwaha	290	202.02	88.00	580.02
5	Barwani	252.24	149.00	85.00	486.24
6	Betul	259	150.34	114.00	523.34
7	Bhopal No. 1	298.5	238.83	77.00	614.33
8	Bhopal No. 2	271	219.37	71.00	561.37
9	Bhopal No. 3 (I shift)	320	219.45	104.00	643.45
10	Bhopal No. 3 (II shift)	320	196.39	99.00	615.39
11	Bina	291	169.36	75.00	535.36
12	Burhanpur	282	111.60	82.00	475.6
13	Dewas	324	210.63	82.00	616.63
14	Dhar	313.4	190.42	103.00	606.82
15	GAIL Vijaipur	285	122.35	86.00	493.35
16	Ganjbasoda	204	47.66	71.00	322.66
17	Guna	271	143.66	68.00	482.66
18	Harda	197.45	118.14	74.00	389.59
19	Hoshangabad	279	229.77	98.00	606.77
20	Indore No. 1 (I shift)	322.5	349.70	135.00	807.2
21	Indore No. 1 (II shift)	309.5	323.36	103.00	735.86
22	Indore No. 2	220	179.52	94.00	493.52
23	Itarsi No. 1	284.5	135.12	84.00	503.62
24	Itarsi No. 2	284.44	146.16	63.00	493.6
25	GAIL Jhabua	322.5	346.02	75.00	743.52
26	Karera	244	152.68	62.00	458.68
27	Kasrawad	251	80.63	94.00	425.63
28	Khandwa	262	206.02	61.00	529.02
29	Khargone	261	148.23	67.00	476.23
30	Mandsaur	337	198.00	97.00	632
31	Mhow	318	203.52	85.00	606.52
32	Mungaoli	282	150.16	71.00	503.16
33	Narmadanagar	318.8	213.78	92.00	624.58
34	Neemuch No. 1	316	190.18	97.00	603.18
35	Neemuch No. 2	277	86.00	75.00	438
36	Nepanagar	266	115.60	81.00	462.6
37	Pachmarhi	307	183.51	112.00	602.51
38	Raisen	256	209.25	123.00	588.25
39	Rajgarh	313	145.81	99.00	557.81
40	Ratlam	279	205.20	90.00	574.2
41	Sehore	280	154.27	47.00	481.27
42	Seoni Malwa	317	242.68	100.00	659.68
43	Shajapur	263	144.39	75.00	482.39
44	Shivpuri	269.5	171.38	80.00	520.88

45	Ujjain	325	194.81	62.00	581.81
46	Vidisha	320	213.63	76.00	609.63
47	Chanderi	211.5	70.50	75.00	357
48	Multai	230	92.43	65.00	387.43
49	Ambah	224	7.40	79.00	310.4
50	Bhind	244	130.00	71.00	445
51	Datia	234	104.75	76.00	414.75
52	Gwalior No. 1 (I shift)	258	276.04	37.00	571.04
53	Gwalior No. 1 (II shift)	249	126.15	42.00	417.15
54	Gwalior No. 2	280.5	179.71	29.00	489.21
55	Gwalior No. 3	273.61	144.26	53.00	470.87
56	Gwalior No. 4	280.8	152.32	53.00	486.12
57	Gwalior No. 5	330.5	216.21	97.00	643.71
58	Morena	275.6	146.15	73.00	494.75
59	Sheopur	309	171.31	0.00	480.31
60	Tekampur	221.5	69.12	78.00	368.62
61	Dabra	246	71.00	29.00	346
62	Sarni	279.4	118.76	37.00	435.16
63	Tikamgarh	122	110.00	111.00	343

3. Assessment of Learning outcomes of the Students :

Back to Basics Project:

Kendriya Vidyalaya Sangathan has taken up a project "Back to Basics" to improve teaching and learning strategies and to enhance the basic skills of reading, writing, arithmetic etc. among the children from class I to VIII

- 346 PRT out of 602 and 329 TGTs out of 511 have been trained in Back to Basic Training Programme.
- HQ level training programme for the 05 officials (01 AC, 01 Principal , 01 TGT, 01 HM and 01 PRT) from 13 Regional offices organized at RIE Bhopal from 18 to 19 Dec 2017.

Slate Analysis 2017-18

Class	Total No of Students	Total appeared	L1	L2	L3
I	5193	4948	2666	1997	285
II	5346	5153	2887	1886	380
III	5363	5245	2796	2065	384
IV	5299	5187	2577	2249	361
V	5395	5307	2672	2253	382
VI	5256	5203	1291	3228	684
VII	5140	5091	914	3322	855
VIII	5128	5080	1293	3255	532

04. Appointment of Contractual Teachers, Doctor, Nurses and Counsellors

Provision has been made for appointment of Doctors, Nurses & Educational Counsellors on contractual basis in KVs. Guidelines have been issued by KVS(HQ) from time to time regarding their nature of work and duties. It is to be ensured that their services are made available and utilized effectively.

- Maximum KVs have appointed contractual teachers as per vacancy.
- 22 KVs have appointed Doctors .
- 46 KVs have appointed Nurse
- 25 KVs have appointed Counsellors. (School Wise list enclosed - Annex-1)

05. Conduct of Olympiads

Maximum students were encouraged to participate in Maths Olympiad, Science Olympiad, etc. Coaching and practice for such competition was organized by the teachers of the Vidyalaya.

- 1473 students participated in Maths Olympiad.
- 1548 students participated in Science Olympiad

860 students participated in Vidhyarthi Vigyan Manthan. Master Sarthak Chauhan class X, KV Guna participated at VVM National level

06. Conduct of KVPY and NTSE

More and more children must be encouraged to participate in such competitions like KVPY/NTSE along with providing training /Coaching/practice as they are non routine exams.

- **66 students participated in Kishore Vagyanik Protsahan Yojna(KVPY). One student of KV No.3 Bhopal has cleared all level.**
- **821 students participated in National Science Talent Search Exam. (School wise details Annex -II)**

07. Green School Audit Programme

The Green School Audit Programme of Centre for Science & Environment (CSE) involves carrying out of rigorous online audit by the schools on the environmental practices within their own premises, following a set of guidelines outlined in CSE's Green School Manual which is made available online to all school which register for the programme. The programme helps schools to audit their consumption of natural resources within their own premises. This year, under the aegis of Swachh Bharat Abhiyan, GSP will focus on Waste Management aiming to

build Zero-waste school. It also highlights the significance and relevance of eco-friendly practices, thus helping the students to develop a holistic perspective and suggests practical doable mitigation measures. The audit process is in the form of simple surveys, daily observation and weekly activities

46 schools are registered in Green school Audit programme. 17 KVs of Bhopal Region have not registered for the audit and submit audit online. (School wise details Annex III)

08. National Children Science Congress

- The focal theme of National Children Science Congress-2018 is “ **Science, Technology and Innovation for Clean , Green and Healthy Nation** ” which has been already circulated. Mrs. Rani Dange, AC, KVS RO Bhopal and Sh. A.K. Panda Principal KV Vidisha have attended 02 day Orientation programme for Regional Co-ordinator and Regional Academic Co-ordinator held at ZIET Mumbai on 19 and 20 July 2018
- The Venue and dates for National & Regional level Children Science Congress-2018 competition will be intimated soon.

09. Jawahar Lal Nehru Science Exhibition

- The students of KVs have been participating in Jawaharlal Nehru National Science, Mathematics and Environment Exhibition organised by NCERT every year.
- KVS Regional level 45th Jawaharlal Nehru National Science, Mathematics & Environment Exhibition (JNNSMEE) 2017-18 held at Kendriya Vidyalaya No.3 Bhopal on 19th & 20th Dec. 2017.
- Jawahar Lal Nehru Science Exhibition for the year 2018 will be intimated as soon as received from KVS (HQ)

10. National Social Science Exhibition

- This year Manipur (State) is allotted to Bhopal Region.
- The detailed letter and Schedule of Vidyalaya level /Cluster/Regional/ National Level Exhibition of Social Science is already circulated by this office 26-06-2018 . As per KVS letter dt.224.4.18, it is proposed to conduct Rashtriya Ekta Shivir in this Region as under :-
- At Vidyalaya level: Before 15th Aug. 2018
- At cluster level: 21-23 Aug. 2018
- Regional level: 30th Aug, 31st Aug. & 1st Sept. 2018
- National level: 31st Oct. to 2nd Nov. 2018 at New Delhi.
- The Regional level exhibition will be held at KV No.1 Bhopal.

11. Training in KVS:

Kendriya Vidyalaya Sangathan, Bhopal Region.

Details of participants in the Induction Course organised by Bhopal Region during 2018-19

S.No.	Name of the Course	Duration	Venue	No.of teachers attended
1	PRTs	3 rd to 12 th Jan.18	No.1 Bhopal	53
2	PRTs	3 rd to 12 th Jan.18	No.2 Indore	25
3	PRTs	3 rd to 12 th Jan.18	Khandwa	35
4	TGT(Hindi)	14 th to 23 rd May 18	Mhow	44
5	TGT(P&HE)	14 th to 23 rd May 18	No.1 Bhopal	31
6	PGT(Hindi)	14 th to 23 rd May 18	No.3 Bhopal	27

Inservice Course(1st spell): 2018

S.No.	Name of the Course	Venue (KV)
1	PGT(Hindi)	No.1 Gwalior
2	PGT(CS)	No.2 Bhopal
3	TGT(Eng.)	No.5 Gwalior
4	TGT(Skt.)	RSS, Bhopal

Training in KVS at Regional Level(as on 30.6.18)

<u>S.No.</u>	<u>Name of Region</u>	<u>Topic of Workshop</u>	<u>Venue</u>	<u>Duration</u>	<u>Dates</u>	<u>Designation of Trainers/ Resource Person</u>	<u>Targeted Trainees</u>	<u>No.of participants attended</u>	<u>Remarks, if any</u>
1	Bhopal	Short duration workshop for PGT(Maths) to equip teachers with latest changes in syllabus, prepare Class X & XII students for Board Examinations, content enrichment and infusing professionalism alongwith 100% quality pass result.	No.2 Indoor	02 days	9-10 May 18	02 senior PGTs(Maths)	PGT(Maths)	38	
2	Bhopal	Short duration workshop for PGT(Comm)) to equip teachers with latest changes in syllabus, prepare Class X & XII students for Board Examinations, content enrichment and infusing professionalism alongwith 100% quality pass result.	No.1 Indoor	02 days	9-10 May 18	02 senior PGTs(Comm)	PGT(Comm)	33	
3	Bhopal	Short duration workshop for PGT(Phy) to equip teachers with latest changes in syllabus, prepare Class X & XII students for Board Examinations, content enrichment and infusing professionalism alongwith 100% quality pass result.	Ujjain	02 days	9-10 May 18	02 senior PGTs(Phy)	PGT(Phy)	34	
4	Bhopal	Short duration workshop for PGT(Chem) to equip teachers	Vidisha	02 days	9-10 May 18	02 senior PGTs(Chem)	PGT(Chem)	35	

5	Bhopal	with latest changes in syllabus, prepare Class X & XII students for Board Examinations, content enrichment and infusing professionalism alongwith 100% quality pass result. Short duration workshop for PGT(Bio)) to equip teachers with latest changes in syllabus, prepare Class X & XII students for Board Examinations, content enrichment and infusing professionalism alongwith 100% quality pass result.	Amla	02 days	9-10 May 18	02 senior PGTs(Bio)	PGT(Bio)	27		
6	Bhopal	Short duration workshop for PGT(IP&CS)) to equip teachers with latest changes in syllabus, prepare Class X & XII students for Board Examinations, content enrichment and infusing professionalism alongwith 100% quality pass result.	No.3 Bhopal	02 days	9-10 May 18	02 senior PGT(CS)	PGT(CS)	46		
7	Bhopal	Short duration workshop for PGT(Eng) to equip teachers with latest changes in syllabus, prepare Class X & XII students for Board Examinations, content enrichment and infusing professionalism alongwith 100% quality pass result.	No.1 Bhopal	02 days	9-10 May 18	02 senior PGTs(Eng)	PGT(Eng)	32		
8	Bhopal	Short duration workshop for TGT(Eng) to equip teachers with latest changes in syllabus, prepare Class X & XII students for	No.2 Bhopal	02 days	9-10 May 18	02 senior TGTs(Eng)	TGT(Eng)	61		

9	Bhopal	Board Examinations, content enrichment and infusing professionalism alongwith 100% quality pass result. Short duration workshop for TGT(Sc) to equip teachers with latest changes in syllabus, prepare Class X & XII students for Board Examinations, content enrichment and infusing professionalism alongwith 100% quality pass result.	Bina	02 days	9-10 May 18	02 senior TGTs(Sc)	TGTs(Sc)	43	
10	Bhopal	Short duration workshop for TGT(Maths)to equip teachers with latest changes in syllabus, prepare Class X & XII students for Board Examinations, content enrichment and infusing professionalism alongwith 100% quality pass result.	Guna	02 days	9-10 May 18	02 senior TGTs(Maths)	TGTs(Maths)	63	
11	Bhopal	Short duration workshop for TGT(S.St) to equip teachers with latest changes in syllabus, prepare Class X & XII students for Board Examinations, content enrichment and infusing professionalism alongwith 100% quality pass result.	Khan dwa	02 days	9-10 May 18	01 senior PGT(Hist), 01 senior PGT(Geo) & 01 senior TGT(S.St)	TGTs(S.St)	56	

Workshop of Not high Achievers

Class-X

S.No	Subject	Proposed Date of Workshop	Venue	Name of Resource Person	Name of KV	Remarks
1.	Maths	26-July-2018	KV-No.2 Bhopal	1. Mr. K.L. Soni 2. Mr. Aditya Hardia	KV Bangrasia KV Indore no.1 (Shift-I)	
2.	Science	26-July-2018	KV-No.2 Bhopal	1. Mrs. Ananya Day 2. Mrs. Sunita Raghuvanshi	KV Bairagarh KV no.2 Bhopal	
3.	Social Science	26-July-2018	KV-Bairagarh	1. Mr. S.S. Parihar 2. Mrs. Ragni Singh	KV Hoshangabad KV no.1 Bhopal	

Workshop of Not high Achievers

Class-XII

S.No	Subject	Proposed Date of Workshop	Venue	Name of Resource Person	Name of KV	Remarks
1.	Maths	27-July-2018	KV-No.2 Bhopal	1. Mrs. Vandan Parmar 2. Mrs. SANDEEP POUNDRIK	KV Mhow KV Ujjain	
2.	Economics	27-July-2018	KV-No.3 Bhopal	1. Mrs. Nisha Arora 2. Miss Sanu Rajappan	KV Sehore KV no.3 Bhopal	
3.	Chemistry	27-July-2018	KV-Bairagarh	1. Mrs. Jagriti Sharma 2. Mrs. Bhavna Jaiswal	KV no.2 Bhopal KV Bairagarh	
4.	Commerce	27-July-2018	KV-Bairagarh	1. Mr. Raju Goswami 2. Mrs. Nisha Acharya	KV Bairagarh KV Mhow	
5.	Physics	27-July-2018	KV.3 Bhopal	1. Mr. D.K. Shrivastav 2. Mr. Sapan Vaishya	KV No.3 Bhopal KV Indore no.1 (Shift-I)	

Proposed Training programme/workshop

Category	Remark
PGT(Computer Science)	Master trainer got the training at ZIET Gwalior Now , Training will be imparted to
TGT(English)	
TGT Sankrit	

Proposed Training programmes/workshop :Agenda points

Distribution of Performa to participants to state their grey areas faced by them.

High achiever teachers to share their success tips and month wise strategic planning

Discussion in an open session where the grey areas previously cited by the participants are clarified.

Compilation of a ready handbook of reference material.

Discussion of project/practical work as prescribed in CBSE.

Discussion of marking scheme as provided by CBSE to the evaluators during CBSE evaluation.

12 – Innovation and Experimentation Award

Dr. Asad Ahmad, PGT(Eco) Mungaoli now posted in Lucknow Region and Dr. Surendra Kumar , TGT(AE) No.2 Indore got Innovation and Experimentation Award 2016-17. It's the responsibility of the Principals to ensure that properly filled in forms must be forwarded with signatures of Teachers, Principal and Chairman wherever necessary. They should encourage and guide staff to apply for Awards and maintenance of records. At least one application from each cadre from each KV must come in 2018.

The letter for Innovation and experimentation in KVS 2018-19 has already been circulated vide this office letter 18-04-2018. The last date of submission the recommended application in the prescribed proforma to this office is 01-08-2018.

13 Modernization of Existing Science Labs:

The following KVs of Bhopal Region have identified for Science Lab:

1. Baigarh
2. Barwaha
3. No.3 Bhopal
4. Bina

5. Dewas
6. Dhar
7. Guna
8. Hoshangabad

14. Use of ICT :

It has to be ensured that optimum and effective utilization of available infrastructure e.g Labs, Library, Playground, Resource room, CMP room, ICT gadgets etc. is made in all the Vidyalayas. The records may be maintained to ensure the use of ICT gadgets which may be verified during school supervision

15 Admission :

Challenges faced at Vidyalaya level in implementing the Programme

1. Many schools faced connectivity issues during a narrow time window when conducting the last category lottery for their respective schools. As a consequence, the post-lottery list may have shown up incorrectly and incompletely when the connection was restored.
2. After automated draw of lots of SGC category, it is found that post lottery number is selected without considering priority of Service Category. So that necessary amendments in the software was required to be corrected. As there was no provision of category wise shortlisting in SGC category and the provision of DOC OK was not there
3. Many schools were facing problem of tie while shortlisting for class I in i.r.o various categories like SC/ST/ Cat-I/CAT-II/Cat-III/Cat-IV /Cat-V wise.
4. After applying filter when we were trying to download excel file. It fetched all the records (without filter)
5. Parent were charged huge amount of rs. 200 to 500 for filling form by cyber cafe and they filled wrong.....as per their perception.....again they went back for correction
6. For admission, only the information required for sorting should be asked to fill. After sorting, parent should contact school and fill offline form for admission. In that way, parent can fill from mobile also without ambiguity
7. Problem facing in kvs online admission - Heavy load on the server cited cause problem to admission seekers Parents struggle for days to submit the filled-in application forms.
8. Speed of server due to which consequences faced by many parents at the last time and they couldn't registered their ward and didn't

registered due to non-clicking on declaration Authentication validations, lack of automated shortlisting

9. There must be a proper communication between KVS authorities and agency given task during entire period of development, testing and implementation phase. And yes this testing phase must be there as per established standards. A committee may be formed to communicate having authority side, technical experts who knows ground reality of infrastructure and manpower available in KVS.

4. Discrepancies found after Randomization of SGC (Single Girl Child) category

After automated draw of lots of SGC category, it is found that post lottery number is selected without considering priority category. So that necessary amendments in the software was required.

Suggestions for further improvement

- Admission portal can be simple and user friendly. It should be completely online in all aspects.
- Server must be powerful.
- An official admission mobile app can be designed and launched so that interested parents may apply and may upload the documents as per requirement for admission free of cost at their own level
- In system itself provision to avoid multiple registrations can be there
- Provision of generation of admission lists for all categories and sub categories
- List of service category can be attached in admission form.

16 Review of Ongoing Programmes :

➤ **Establishment of 276 Digital Language Labs :**

As Per KVS (HQ) Letter No. F6-1/KVS(EDP)/2017/Language Lab/ dated 23-11-201 , 13 KVs of Bhopal Region (KV Amla, Bangrasia, Burhanpur, Mandsaur, Narmadanagar, Raisen, Sehore, Vidisha, No.2 Bhopal, Mungaoli, Guna, Neemuch and Mhow) were identified for setting up of Dedicated Language Lab. (Details attached)

➤ **Reuse of Books :**

It is heartening to note that Hon'ble Commissioner's KVS initiative on the subject started encouraging the students to gift their old books to the junior

students. The details of 2017-18 have been collected from all the Vidyalaya as under

- No. of KVs - 63
- No of students who gifted books: 8809
- No. of books gifted : 43704
- No. of students who received books: 9254
- No. books received by students : 40846

➤ **Swachhata Abhiyan**

Proper class room and campus management is the basis of Swachhata. There should be litter monitors and students must be given duty by Class Teachers for ensuring proper arrangement of furniture and displays in the class. Morning assembly must be utilized to promote swachhata including cleanliness of uniform, well-polished shoes, trimmed nails and properly cut hair. Principals may give Swachhata trophy to best maintained class every month to encourage and ensure cleanliness. It's compulsory for the Principals to visit students toilets thrice a day and see that water, soap, dust bin etc for toilets are provided. Campus should be totally free from bushes and extra growth.

➤ **Tarunostava**

4018 students appeared in class X in Board Exam 2018 and 1432 participated in Tarunostava.

Challenges faced at Vidyalaya level in implementing the Programme

- Non-availability of Students. Maximum students went on holidays and joined other competitive classes.
- Due to extreme hot climate, Parents were not willing to send their ward. Tem. touching 48°
- Arrangement of block periods is not possible for all 4 domains.
- Most of the students were not interested to attend classes and after AISCE they moved out to other places like Kota, Indore, Delhi, Bhopal and Hyderabad.
- Due to CBSE Evaluation in the month of April, Teachers were not available for subject enrichment activities

Suggestions for further improvement

- Duration may be reduced by 03 hours (1/2 day). It should be made mandatory for students who are

interested to take admission in KV or some reward points can be given for admission.

- Tarunotsav schedule may be sent in February so that the students can be intimated well in advance
- Special permission to Engage of coaches for the programme

➤ Anandwar

This office instructed vide its letter No. 27-04-2018 to all KVs of Bhopal Region to introduced of Fun day in Primary section on every saturday (Except 2nd Saturday). All the KVs of Bhopal Region has started the conducting of Fun Day on Saturday for Primary section. The Activities / Paper Meshy Drawing / Art and craft/ Music/ Communication skill/ Remedial teaching/ General knowledge/ Library/ Vedic maths/ Moral values/ Dance/ Quiz / CCA activities/ Club/Sports activities/ Instrumental/Gardening, (Eco/Painting/Cub- Bulbul/ Dance / Drama / SI Educational - Vedic Maths/G.KValue education/ communication skill/library/recitation/ riddle /puzzle / Skill development to promote creativity(Photos enclosed)

➤ E- Prajana /E-Pragya

Project e-pragya was introduced for class VIII students in KV No.1 Bhopal. In this project 213 Tablets were supplied on **12th February 2018** and training of students and parent were organised by the Engineers of Forstar Techno Solutions.

These Tablets were distributed amongst Students and Teachers (Maths & Science) For this session we have handed over memory cards of class VIII study material, to the officials of Forstar Techno Solutions (Tab supplier Company) and they have provided new **Memory cards of class IX study material in the month of May 2018.**

Additional requirement of Tabs (for the students detained in class IX) already been sent to KVS HQ as well as telephonically to tab supplier .

➤ Vishruti

A three day residential Orientation programme for Master Trainers - 'Vishruti' - A programme for the

empowerment of the adolescent girl students of KVS was held at OM Shanti Retreat Centre (ORC) Gurgaon from June 25th to 27th June 2018 in collaboration with Parigha Reserch and Consultancy Services Pune and Srujan Research and Planning foundation Pune was attended by 05 TGTs of this Region as directed by KVS(HQ) letter dated 20-06-2018

➤ **Jigyasa**

S.N.	Name of KV	No of students participated	Name of CSIR Lab	Gist of Activities conducted
01	No.1 Bhopal	02	Advance Material and Processes Research Institute (AMPRI) Council of Science and Industrial Research (CSRI), Bhopal	1. Instrument Demonstration. 2. Live demonstration of Practical 3. Minor Project performed by students.
02	NO.2 Bhopal	02		
03	No.3 Bhopal	04		
04	Bairagarh	02		
05	Bangrasia	02		

Challenges faced at Vidyalaya level in implementing the Programme

- Lack of well equiped lab.

Suggestions for further improvement

- Children should be given first hand exposure by visiting AMPRI center. Such type of workshop may be organized frequently.

➤ **AEP**

- In partnership with the Ministry of Human Resource Development (MHRD) , United National Population Fund (UNFPA) has supported the Adolescence Education Programme (AEP) in KVS since 2005 with NCERT as the co-ordinating agency.
- Adolescent are young people in the age group of 10-19 years which comprise about 21% of the country's population. With the right investments these adolescents can reach their full potential as individuals, leaders and agents of progress.

- The AEP programme enables our students to articulate their issues , know their rights , counter shame and fear , built self esteem and confidence. It influences the entire school curriculum and ethos.
- It works through a cascade training approach comprising of master trainers who orient nodal teachers and they in turn transact life skills based education to schools students.
- A programme like Adolescence Education Programme (AEP) need strong advocacy at all levels. Advocacy is very significant for attaining the objectives of AEP. Advocacy is required not only for seeking appreciation for the programme but also to develop skills for motivating others to become advocate. In the context of AEP, there is also a need to develop skills of different important stakeholders for organising advocacy programmes at different levels for different target groups.

➤ **Awakened Citizen**

A training of Awakened Citizen training programme is conducted at KV No.1 Bhopal from 27.06.2018 to 03.07.2018.

Total teachers participated in training Programme as under:

- 1-I Year -98
- 2-II year -93
- 3-III year - 63

7021 students participated in Awakened citizen Programme

Challenges faced at Vidyalaya level in implementing the Programme

- No specific period allotted in time table.
- No assessment tool framed to ascertain Its transmission to students.
- No separate provision in time table to conduct modules of ACP

Suggestions for further improvement

- Periods allotted for the ACP should be included in Teacher's work load, so that , Teachers willingly may do the justification for this programme.
- Utilization of miscellaneous classes for this purpose. Notes and study materials can be provided with easy comprehending language.

➤ Seema Darshan

With reference to KVS(HQ) letter F 11029/OSD/Def /KVS(HQ)/Misc/ Seema Darshan/1643 -1648 dated 04.05.2018 on the subject cited above, the following 10 Girl students of Bhopal Region participated in Seema Dharshan Phase -VI to Jamnagar(Ahmedabad) from 25-29 June 2018 along with 02 escort teachers. :

S.N.	Name of Student	Class	Name of KV	Sex	Age	Contact No. of the Parent
01	Palak Dhoot	XI	Pachmarhi	Female	16	9425310444
02	Anushka Bhaskar	XI	Seoni Malwa	Female	16	9826020446
03	Kajal Yadav	XI	Mhow	Female	16	7753919007
04	Ruchi Sahu	XI	Dewas	Female	16	9329432301
05	Sonam Singh	XI	Bairagarh	Female	15	9583274898
06	Chesta Rawat	XI	No.3 Bhopal(Iishift)	Female	15	9340130798
07	Raksha Thakur	XI	Barwaha	Female	15	9669697795
08	Anshita Meena	XI	Narmadanagar	Female	16	9425952704
09	Sanyami Tiwari	XI	Bina	Female	15	9407266756
10	Stuti Mishra	XI	Shivpuri	Female	15	9584848680

14. Proficiency in Spoken English

Communicative skills of the school heads and teachers are of paramount importance in the school system. Effective communication is very much essential as it facilitates proper learning, understanding of information and builds a sense of confidence and leadership qualities among the students.

The bilingual competency of the Principal and teachers are expected to be flawless but is has been observed that a higher percentage of them do not possess requisite communicative competence. Though it is the responsibility of the individual to develop his communication skills in the interest of his own self esteem, it is not materializing. There is a need of conceptualizing a well-tailored programme to impart training for teachers and Principals in developing and improving their communication skills.

18. BS&G Activities

EXECUTIVE COMMITTEE FOR THE SESSION 2018-19	
Divisional Commissioner:	Mr. Sunil Shrivastava, DC /C, KVS RO Bhopal
Deputy Divisional Commissioner:	Mrs. Shradha Jha, AC, KVS RO Bhopal
Treasurer:	AAO, KVS RO, Bhopal
Divisional Chief Commissioner:	Mrs. Jaishree Gupta, Principal, KV Sehore
Divisional Commissioner (S):	Mr. Pramod W. Parate, Principal, KV Balagarh Mr. Surya Kant Pathak, Principal, KV 2 Bhopal
Divisional Commissioner (G):	Mrs. Kiran Mishra, Principal, KV Dewas Mrs. Sunita Gupta, Principal, KV Bina
ASOC (G):	Mrs. Archana Shrivastava, LT(G), KV Balagarh
ASOC (S):	Mr. Ravindra Goswami, ALT(S), KV Sehore

Achievements of Scouts & Guides for the session 2017-18			
Event	Number of Participants	Result	Remarks
Rashtrapati Puraskar	Scouts: 43 Guides: 82	Result awaited	HELD AT KVS OASHPUR IN THE MONTH OF DEC. 2017
Najya Puraskar (Bhopal Region)	Scouts: 210 Guides: 107	Scouts: 210 Guides: 103	KV DUNA KV MANDLADEI
Triya Sopan	Scouts: 304 Guides: 178	Scouts: 290 Guides: 175	KV Neemdas KV Edam
Dwitiya Sopan	Scouts: 368 Guides: 350 (at six venues)	Scouts: 390 Guides: 347	1 KV ACS UPWALKE 2 ODIRA 3 SEKHU 4 DINDAK 5 SECUR NALWA 6 SARWARDA

ACHIEVEMENTS of Cubs & Bulbuls						
YEAR	CUBS		BULBULS		TOTAL NO OF PARTICIPANTS	TOTAL NO OF PARTICIPANTS AWARDED GOLDEN ARROW BADGE
	Appeared	Passed	Appeared	Passed		
2016-17	139	132	130	122	269	254
2017-18	155	150	145	138	300	288
2017-18	8 cubs along with a Pre Alt Lady Cub Master (Mrs. Arti Pathak) participated in Golden Arrow Award Rally at New Delhi as Representatives of KVS.					

ACHIEVEMENTS of TEACHERS	
1.	Divisional Awards 2017 1. Shri C. J. Toppe, Pre ALT (Scout section) 2. Shri Nilesh Deshmukh (Cub Section) 3. Smt. Najani Pawar, Pre ALT (Guide Section) 4. Smt. Varsha Malviya, HWB (Scout Section)
2.	Assistant Leader Trainer, Scout Shri Ravindra Goswami, ALT (S) KV Sehore
3.	Participation of 8 Guides in National Integration Camp from KV Sehore held at state training centre, Bhopal in December 2017.
4.	Rashtrapati Scouts and Guides Scouts: 43 Guides: 82 appeared in 2017
5.	Golden Arrow Badge 288 Golden Arrow Awarded in the year 2017-18
6.	Bhopal Division got A+ in all three activities (Around the World, Food Plaza, Signaling) allotted by KVS State for National Jamboree at Mysore.

TENTATIVE ACTION PLAN FOR THE YEAR 2018-19					
Month	Sr. No.	Activity	App. month/Date	Venue	Level
APRIL	01.	Divisional Executive Committee Meeting	04.04.18	RO	Division Level
	02.	Badge Committee Formation	28.4.2018 TO 30.4.2018	KV	Unit Level
	03.	Registration of Unit	THRU 4.2018 as per RO notice	KV	Unit Level
	04.	Submission of PM Shield Forms	4 th week	RO	Division Level

Month	Sr. No.	Activity	Date	Venue	Level
MAY 2018	01	Three Night Camp for prospective Rashtrapati S/G	2.7.18 to 5.7.18	KV 2 Bhopal	Division Level
	02	Submission of Bio Data Details/Trainer's Meet	3-5 May 2018	KV 1 Bhopal	Division Level

Month	Activity	Proposed Date	Venue	Level
JUNE 2018	01 Tivya Sagan Testing Camp for B/O	29.05.18 - 15.06.18	KV NOY INDORS (Rural) & R.O.S. SADOSE (State)	Divisional Level
	02 Invention Ceremony	July/August	KV	Unit Level
July 2018	03 Rajya Parashkar Testing Camp-2018	06.7.18 - 20.7.18	KV OF Haveli (B) & V CPE Level (O)	Divisional level
August 2018	01 Dwitya Sagan Testing Camp	Last week of September 2018	All four Clusters	Cluster level

MONTH WISE PLANNING OF CUBS AND BUBLES	
MONTH	ACTIVITY
APRIL 2018	REGISTRATION 2 ND to 20 TH APRIL 2018 (from class 2 ND)
MAY 2018	PACK MEETING
JUNE 2018	PACK MEETING
JULY 2018	PRAYESH (11 TH TO 20 TH JULY 2018) INVESTITURE (01 ST TO 30 JULY 2018) PACK MEETING
AUGUST 2018	PACK MEETING/ CHATURTH CHARAN
SEPTEMBER 2018	PACK MEETING/ CHATURTH CHARAN

MONTH	ACTIVITY
OCTOBER 2018	PRATHAM CHARAN/KOMAL PAKH (KV Level) (Between 20 TH to 30 TH OCT) PACK MEETING
NOVEMBER 2018	TIVYA CHARAN (Divisional Level) (Between 15 TH to 20 TH NOV 2018) Club Bhalal Day - 10 TH Nov. 2018
DECEMBER 2018	PACK MEETING
JANUARY 2019	PACK MEETING
FEBRUARY 2019	DWITYA CHARAN/RAJAT PAKH (KV Level) (1 ST TO 5 TH FEB) THIRING DAY CELEBRATION (24 TH FEB 2019) PACK MEETING
MARCH 2019	PACK MEETING

TENTATIVE DATES FOR CUBS AND BUBLES ACTIVITIES		
EVENTS	TENTATIVE DATES	VENUE
REGISTRATION	2 to 20 APRIL 2018	AT SCHOOL LEVEL
PRAYESH	11 to 20 JULY 2018	AT SCHOOL LEVEL
INVESTITURE	21 to 30 JULY 2018	AT SCHOOL LEVEL
PRATHAM CHARAN	28 to 30 OCTOBER 2018	AT SCHOOL LEVEL
DWITYA CHARAN	1 to 5 FEBRUARY 2019	AT SCHOOL LEVEL
TIVYA CHARAN	15 to 20 NOVEMBER 2018	AT DIVISIONAL LEVEL
CHATURTH CHARAN	18 AUGUST to 8 SEPTEMBER 2018	AT DIVISIONAL LEVEL

19. Games and Sports

Sports Achievement in 49th KVS National Sports Meet 2018-19

Boys U- 14, 17 and 19					
S.No	Name Of The Event	Gold	Silver	Bronz	Remarks
	Taekwondo Boys	3	4	5	over all III Position
1	Boxing	1	2	2	
2	Athletics	1	2		
3	Badminton U 14 Boys (Individual)	1			
4	Rope Skipping (Boys)		4	3	
5	Badminton U 14 Boys (Team)		1		II Position
6	Archery U 14 Boys (Individual) 20 M Indian Round			1	

Achievement in 49th KVS National Sports Meet 2018

Girls U- 14, 17 and 19					
S.No	Name Of The Event	Gold	Silver	Bronz	Remarks
1	Football Girls (U - 14) (Team)	1			I Position
2	Judo Girls	1		2	
3	Teakwondo Girls	1	2	6	
4	Football Girls (U - 17) (Team) Subrto cup		1		II Position
5	Swimming		1		
6	Archery U- 14 Girls(Indian Round) (Team)		1		II Position
7	Rope Skipping (Girls)			2	

Hostel

1. KV No.1 Gwalior

80% work complted. work slowed down due to lack of fund .

2. KV Pachmarhi

Work not started , MES refued to prepare and give the estimate . Funds return back to KVS(HQ). Fresh estimate to be called from other agencies.

RSCB Fund

Regional Sports Control Board Account	
Details of Fund position for the year 2018-19	
Last year opening Balance as on 01.04.2017	43805659
Last year Income	35935070
Last year Expenditure	43199934
Total Balance as on 31.3.2018	36540795
Income during the month(April to June,18)	3415619
Expenditure during	13077773
Balance as on 6.7.2018	26878641
Note:- Rs. 25000000/- received form KVS HQ New Delhi for National Sports Meet in the financial year 2017-18 and Expenditure statement sent to KVS HQ for Rs.25773548/- Balance Rs. 773548/- received from KVS HQ New Delhi on 30.5.2018 through RTGS.	

Budget for the current year has already been prepared and approved by the Regional Sports control board

20. Conduct of Internal Examination :



केन्द्रीय विद्यालय संगठन / KENDRIYA VIDYALAYA SANGATHAN
(Min. of HRD, Deptt. of Education, Govt. of India)
1B-Block, 2nd / 1B-Institutional Area
near JNU, Old Bldg / Ashoka Jais Singh Marg
New Delhi - 110016 / New Delhi - 110016
Tel: 011-2656498, Fax No. 011-2651419
www.kvsangathan.nic.in

F.110362/02/2017-18/KVS(Acad)/CBSE Result

Dated 05.06.2018

Deputy Commissioner
Kendriya Vidyalaya Sangathan
All Regional Offices and
Principal KV Kathmandu, Tehran & Moscow.

Subject: Amendment in Article 105 and 106 Examination and
Promotion Rules of the Education Code.

Madam/Sir,

In pursuance of decision taken in 109th Board of Governors meeting was held on 06.03.2018, the amended article 105 and 106 Examination and Promotion Rules of the Education Code is enclosed for perusal and necessary action at your end.

Yours sincerely,

(P.V. Sai Ranga Rao)
Deputy Commissioner (Acad.)

Encl: As stated above

Copy to:

1. PS to Additional Commissioner (Acad.)
2. PA to Joint Commissioner (Acad.)

Amended Article 105 and 106 is as follows:

Existing Article 105	Amended Article 105
<p>The Sangathan shall follow a system of continuous and comprehensive evaluation of a pupil's achievements in academics.</p> <p>Tests and Examinations : In each academic year, the Vidyalaya shall hold the following tests and examinations :</p> <p>A. Unit tests from Class VI onwards :</p> <ol style="list-style-type: none"> i) There shall be a minimum of three unit tests to assess the pupil's progress throughout the year. The duration of unit tests will be uniformly 90 minutes each for all the subjects. ii) During the days of the unit tests, the first three period shall be left for the test. Normal school classes will be held from the fourth period onwards after giving a break of 10 minutes. The remaining 5 periods will be held as usual as per the regular time-table without any change. iii) Each unit test would be of 40 marks. The total marks for unit tests will, therefore be 120. In the final result card, the weightage for unit tests will be arrived at 20 by dividing the total marks by 6. iv) The question papers for the unit tests shall be prepared at the school level and should be common to all sections of the class. v) Suitable seating arrangement will be made for each unit. vi) The school will provide stationery to the children. vii) The answer books will be returned to the children after evaluation and recording of marks in the marks lists. <p>B. Cumulative Examinations</p> <p>(1) Half Yearly: This will be conducted in the third week of November covering the entire syllabus</p>	<p>The Sangathan shall follow revised scheme of Assessment as under:</p> <p>A. Periodic tests from Class VI - VIII:</p> <ol style="list-style-type: none"> i) There shall be two Periodic Tests to assess the pupil's progress throughout the year. Periodic Test-1 carries weightage of 10 marks with syllabus covered till 31st July and Periodic Test-2 carries weightage of 10 marks with syllabus covered from 1st August to 31st December. ii) The question papers for the periodic tests shall be prepared at the school level and should be common to all sections of the class. iii) Suitable seating arrangement will be made for each periodic test. iv) The school will provide stationery to the children. v) The answer books will be returned to the children after evaluation and marks will be recorded in the register. <p>B. (1) Midterm (Half Yearly) Examination</p> <ol style="list-style-type: none"> i) It will be conducted tentatively in the 1st/2nd week of October covering the syllabus up to 30th Sept. ii) The duration of this

up to that period. The duration of this examination will be 2 hours 30 minutes for classes VI to VIII and 3 hours for classes IX and XI with formal seating arrangement. The question papers of each subject would be of 100 marks which will be reduced to 20 for final assessment. The results shall be used by the teachers to modify their instructions for fuller achievement of the objectives by organizing special instructions / classes wherever individual weaknesses have been identified.

1) Session Ending Examination :

- i. This shall be conducted in the third week of March.
- ii. The entire course prescribed for the year shall be covered in this examination.
- iii. The duration of each paper shall not exceed 3 hours for Classes IX and XI and 2 hours 30 minutes for Classes VI to VIII for each subject.
- iv. This shall be supervised by the Region with a common set of question papers. The evaluation shall be done at the cluster level under the supervision of the Education Officer or his representative.
- v. The question papers of each subject shall be set for 100 marks which will be reduced to 40 for final assessment. Papers in subjects involving practical work in Classes IX and XI shall be set on CBSE pattern.

(2) Pre Board Examinations :

There shall be a minimum of three Pre Board examinations for Classes X and XII before the students go in for the actual Board examination. In these Pre Board Examinations, there shall be common question papers in each subject which shall be prepared by the Regional

examination will be 2 hours 30 minutes for classes VI to VIII.

- iii) The results shall be used by the teachers to modify their instructions for fuller achievement of the objectives by organizing special instructions / classes wherever individual weaknesses have been identified.

(2) Session Ending Examination

- i. This shall be conducted in the second/third week of March.
- ii. The duration of this examination will be 2 hours 30 minutes for classes VI to VIII.
- iii. For Classes VI to VIII, session ending examination Question Paper should cover learning outcomes / concepts (applied aspects) from the content prescribed for 1st term only (April to September and this should NOT be content based) to the extent of 10% of the syllabus in Class VI, 20% of the syllabus in Class VII and 30% of the syllabus in Class VIII.

C. Pre Board Examinations:

There shall be a minimum of two Pre Board examinations for Class X & XII prior to Board examination. In this Pre Board Examinations, there shall be common question paper in each subject which shall be prepared by the Regional Office or as per

Office. However, the evaluation of the answer sheets shall be done at the Vidyalaya level.

D. Register of Examination Results

The Principal shall maintain a register of examination results in which the consolidated results of all the tests/examinations held shall be recorded class wise and subject wise, together with a description of the measures taken to remedy the weaknesses identified. The question papers, marks sheets and answer books of the session ending examination shall be preserved for one year for reference. The result of promotion/retention shall be declared by the Principal on the last day of March.

E. Minimum Attendance for Session Ending Examination.

A pupil may not be allowed to sit in the session ending examination if he has not put in a minimum of 75 percent of the total attendance upto 15th of March of the academic session, including attendance put in a previous school if the student has been admitted on transfer. The Principal shall be competent to condone shortage in attendance upto 15 percent in special circumstances meriting this concession e.g., illness etc. The Assistant Commissioner shall be competent to condone the attendance of a student upto 50% to take the session ending examination. The Commissioner may give relaxation beyond this in exceptional cases.

F. Provision for children being admitted in the middle of the session

- i) Attendance for such children admitted in the school shall be counted from the date of admission. The required percentage of attendance shall be calculated with reference to the date of admission and not from the beginning of the academic year.
- ii) In cases where a child has missed

instructions issued by KVS (HQ) from time to time. The evaluation of the answer sheets shall be done at the Vidyalaya level or as per instructions issued by KVS (HQ) from time to time.

D. Register of Examination Results :

The Principal shall maintain a register of examination results in which the consolidated results of all the tests / examinations held shall be recorded class wise and subject wise, together with a description of the measures taken to remedy the weaknesses identified. The question papers, marks sheets and answer books of the session ending examination shall be preserved for one year for reference. The result of promotion / retention shall be declared by the Principal in the last week of March.

E. Minimum Attendance for Session Ending Examination.

The RTE provision may be kept in mind from class I to VIII to decide the issue of attendance. However for Classes IX & XI the existing provision in Education Code would continue. For classes X & XII CBSE guidelines shall be followed.

F. Provision for children being admitted in the middle of the session

- i) Attendance for such children admitted in the school shall be counted from the date of admission. The required percentage of attendance shall be calculated with reference to the date of admission and

<p>unit tests because of late admission, the proportionate weightage for unit tests may be arrived at on the basis of the unit test in which the child has appeared after his admission. This will be applicable only to late admissions and no other case. Example : If a child is admitted after two unit test are over and secures 26 marks out of 40 in the remaining unit test, his proportionate weightage would be $26/2 = 13$ out of 20 in the final result.</p> <p>iii) For weightage for home assignments and projects, the child may be required to submit the same after admission and the same may be evaluated.</p> <p>Provision for children who are absent in Tests/ Examinations :</p> <p>i) A separate test/examination may be conducted for a child who could not appear in the regular test/examination because of medical reasons.</p> <p>ii) On no other ground shall the absence of a child in appearing for a test or examination be condoned and for such absence, the child will be awarded "No Grade" for primary and "Zero" for other classes in the said examination.</p> <p>iii) In an academic year, if the occasion for this re test for a child is more than once, the matter would be reported to the Assistant Commissioner who will check the genuineness of the case. The re test would, however, be conducted pending directions from the Assistant Commissioner, but the outcome would be withheld pending the decision of the Assistant Commissioner.</p>	<p>not from the beginning of the academic year.</p> <p>ii) In cases where a child has missed periodic tests because of late admission, the proportionate weightage for tests may be arrived at, on the basis of the test in which the child has appeared after his admission. This will be applicable only to late admissions and no other case.</p> <p>iii) For weightage for note books, subject enrichment etc., the child may be required to submit the same after admission and the same may be evaluated.</p> <p>G. Provision for children who are absent in Tests/ Examinations :</p> <p>i) A separate test/examination may be conducted for a child who could not appear in the regular test/examination on account of medical participation in various events/ activities conducted by KVS.</p> <p>ii) On no other ground shall the absence of a child in appearing for a test or examination be condoned and for such absence, the child will be awarded "No Grade" for primary and "Zero" for other classes in the said examination.</p> <p>iii) In an academic year, if the occasion for this re -test for a child is more than once, the matter would be</p>
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	<p>reported to the Deputy Commissioner who will check the genuineness of the case. The re test would, however, be conducted pending directions from the Deputy Commissioner, but the outcome would be withheld pending the decision of the Deputy Commissioner.</p>
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Existing Article 106	Amendment Article 106																																																
<p>A. The final assessment of a pupil will be based on his total achievement out of a maximum of 100 marks in each distributed as under :</p> <table border="1" style="width: 100%;"> <tr> <td>a)</td> <td>Class Work & Home Work Assignment</td> <td>10 marks</td> </tr> <tr> <td>b)</td> <td>Unit Tests</td> <td>20 marks</td> </tr> <tr> <td>c)</td> <td>Half Yearly Exam</td> <td>20 marks</td> </tr> <tr> <td>d)</td> <td>Project/Practicals</td> <td>10 marks</td> </tr> <tr> <td>e)</td> <td>Session ending Exam</td> <td>40 Marks</td> </tr> <tr> <td colspan="2" style="text-align: center;">Total</td> <td>100 marks</td> </tr> </table> <p>Grades will be awarded to students in no scholastic subjects like Work Experience, Physical Education, Music, Yoga etc. on the basis of their performance in the particular activity throughout the session.</p> <p>B. For Primary Classes</p> <p>i) Promotion from Class I and II shall be decided on the basis of</p>	a)	Class Work & Home Work Assignment	10 marks	b)	Unit Tests	20 marks	c)	Half Yearly Exam	20 marks	d)	Project/Practicals	10 marks	e)	Session ending Exam	40 Marks	Total		100 marks	<p>A. The assessment of a pupil for classes III to VIII term wise is as under :</p> <p>Term-1</p> <table border="1" style="width: 100%;"> <tr> <td>i)</td> <td>Periodic Test-1</td> <td>10 marks</td> </tr> <tr> <td>ii)</td> <td>Note book Submission</td> <td>05 marks</td> </tr> <tr> <td>iii)</td> <td>Subject enrichment</td> <td>05 marks</td> </tr> <tr> <td>iv)</td> <td>Midterm Examination (Half Yearly)</td> <td>80 marks</td> </tr> <tr> <td colspan="2" style="text-align: center;">Total</td> <td>100 marks</td> </tr> </table> <p>Term-2</p> <table border="1" style="width: 100%;"> <tr> <td>i)</td> <td>Periodic Test-2</td> <td>10 marks</td> </tr> <tr> <td>ii)</td> <td>Note book Submission</td> <td>05 marks</td> </tr> <tr> <td>iii)</td> <td>Subject Enrichment</td> <td>05 marks</td> </tr> <tr> <td>iv)</td> <td>Session ending examination</td> <td>80 marks</td> </tr> <tr> <td colspan="2" style="text-align: center;">Total</td> <td>100 marks</td> </tr> </table> <p>Co-Scholastic Activities: Work Education or pre-Vocation Education, Art Education and Health and Physical Education, Bharat Scout & Guides, Sports,</p>	i)	Periodic Test-1	10 marks	ii)	Note book Submission	05 marks	iii)	Subject enrichment	05 marks	iv)	Midterm Examination (Half Yearly)	80 marks	Total		100 marks	i)	Periodic Test-2	10 marks	ii)	Note book Submission	05 marks	iii)	Subject Enrichment	05 marks	iv)	Session ending examination	80 marks	Total		100 marks
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continuous and comprehensive assessment made every month of the work done in the class and assignments given to the children. No Unit test, half yearly examination and session ending examination would be held for them.

- ii) All students of Classes I and II shall be promoted.
- iii) If a child gets E grade in 3 subjects or more, in Class III onwards, he/she can be detained in the same class with the consent of the parent.
- iv) In case the parent does not give consent, the student will be promoted to the next class. However, if the student again gets E grade in 3 subjects or more in the next class, the Principal shall detain the child in the same class.
- v) The child who gets E grade in any 2 subjects in Class V will be given an opportunity to improve upon it and if he gets D even in one subject, he will be promoted to Class VI.
- vi) Promotion from Class I upto Class V may be made on the basis of total performance in periodical and mid-session tests/or informal final test. It is expected that stagnation through failures will be nil or absolutely minimized in these classes. The assessment of competencies and skills shall be made on a five point scale viz., A, B, C, D and E where E stands for 'needs guidance'.

C. For Classes VI to IX and XI

Each student would need to pass the continuous and comprehensive evaluation as well as the annual examination separately with at least 33% marks. Thus, each child shall

need to obtain not less than 20 marks out of 60 in each subject in the continuous and comprehensive assessment for class VI onwards and 13 marks out of 40 in annual examinations, for being promoted to the next class. To pass the examination, a student must obtain not less than 33% marks in each of the academic subjects viz., Languages, Mathematics, Science and Social Studies and at least 33% in the aggregate.

D. In Classes IX and XI if a candidate secures less than 33% in one or two subjects in the session ending examination, he will be eligible to take the supplementary examination in those subjects. The candidate will be promoted to the next higher class only if he/she secures 33% marks in each of these subjects in the supplementary examination. The supplementary examination shall be conducted 3 weeks after the declaration of the results and would be conducted under the supervision of the Assistant Commissioner.

E. Grace Marks

Grace marks shall not be more than 10 in all the subjects put together restricted to a maximum of 5 marks in one subject. These would be awarded on the actual marks obtained by a student reducing them to the weightage of 60 or 40 while bringing out the final assessment.

That is to say, that these 5 marks in a subject can be awarded either in session ending examination or 100 marks paper or in continuous comprehensive evaluation before reducing the marks to the

NCC, Yoga etc. These activities will be graded on a 3-point grading scale (A to C) separately for both the terms. 3-point grading system (A- Outstanding, B-Very Good and C-Fair) shall also be used to assess discipline, punctuality, etiquettes, tidiness attitude etc. separately for both the terms.

B. For Classes (I & II)

i) There is no formal examination for classes I and II. The teachers shall evaluate the students through continuous and comprehensive evaluation (CCE). The testing can be done simultaneously while teaching or separately.

ii) There shall be minimum 8 cycles of CCE.

Classes IX -X

A new pattern of assessment will be followed having an internal assessment of 20% and external assessment of 80% as per CBSE guidelines.

Class XI

1. The qualifying marks in each subject of external examination shall be 33%. However, in a subject involving practical/project work, a candidate must obtain 33% marks in the practical/project separately in addition to 33% marks in aggregate, in order to qualify in that subject.

2. In order to be declared as having passed the Class XI Examination, a candidate shall obtain 33% marks in all the subjects (without additional subject). The pass marks in each subject of examination shall be 33%. In case of subject involving practical / project work a candidate must obtain 33% marks in theory and 33% in practical/project

separately in addition to 33% marks in aggregate in order to qualify in that subject.

3. A candidate failing in one of the five subjects of examination at Class XI shall be placed in Compartment in that subject provided he / she qualifies in all the subjects of internal assessment (As per CBSE Examination Byelaws Notification dated 29.11.2016 regarding Additions / Amendments in Examination Bye-Laws, para 40.2.)

4. A candidate has to appear compulsorily in session ending examination for promotion to class XII.

5. A total of 10 grace marks spread all over the subjects with a maximum of 04 marks in one subject, can be given to a students who participated in the KVS National Meet/SGFI Meet in that Academic Year. These marks can be given in the column of final weighted score to the extent needed to promote the student and not to bring him/her in the zone of supplementary case.

C. Examination Committee :

Each Vidyalaya shall set up an Examination Committee. The Principal will be the Chairman of this Committee. It shall have at least four to five members of the staff besides the Principal serving on it. The Principal may co-opt class teachers/subject teachers, wherever necessary, at his discretion. The Examination Committee shall be an internal Committee of the Vidyalaya and shall be constituted every year, so that it keeps a regular watch on the progress of the pupils. The functions of the Examination

examination or continuous comprehensive evaluation or split up in both. The ceiling for a subject shall remain 05 marks.

F. Examination Committee :
Each Vidyalaya shall set up an Examination Committee. The Principal will be the Chairman of this Committee. It shall have at least four to five members of the staff besides the Principal serving on it. The Principal may co-opt class teachers/subject teachers, wherever necessary, at his discretion. The Examination Committee shall be an internal Committee of the Vidyalaya and shall be constituted every year, so that it keeps a regular watch on the progress of the pupils. The functions of the Examination Committee will be :

- i) To prepare guidelines for paper setters for tests and examinations in different subject areas and to decide about the weightage to be given to different instructional objectives, types and kinds of questions to be set and marking procedures to be adopted.
- ii) To moderate test papers/items set by the examiners and to check sample scripts to ensure uniformity.
- iii) To monitor the award of grace marks.

G. Re-examination and Re-evaluation

- i) The Principal shall conduct no re-examination or re-evaluation of answer books.
- ii) In case of grave complaints of foul play, these matters will be referred to the Assistant Commissioner. In situations where the Assistant Commissioner is satisfied that the

setters for tests and examinations in different subject areas and to decide about the weightage to be given to different instructional objectives, types and kinds of questions to be set and marking procedures to be adopted.

- ii) To moderate test papers/items set by the examiners and to check sample scripts to ensure uniformity.

D. Re-examination and Re-evaluation

- i) The Principal shall conduct no re-examination or re-evaluation of answer books.
- ii) In case of grave complaints of foul play, these matters will be referred to the Deputy Commissioner. In situations where the Deputy Commissioner is satisfied that the evaluation process in the session-ending examination or the mid-term examination has not been fair, he may order only scrutiny of answer books of session-ending examination in cases where the child has scored very good marks in other subjects and failed in one or two subjects. Scrutiny will cover only re-totalling and marking of un-marked answers etc.

evaluation process in the session-ending examination or the mid-term examination has not been fair, he may order only scrutiny of answer books of session-ending examination in cases where the child has scored very good marks in other subjects and failed in one or two subjects. Scrutiny will cover only re-totalling and marking of un-marked answers etc.

21. Safty and Security measures (NDMA):

- The schools have been sensitized about precautions, rules, regulations and procedures to promote safe living. Safety education should be an integral part of schools programme to develop attitude, values, skills and habits which are responsible for safe living in today's world. It should be ensured that SOP is implemented under all circumstances.
- The parameters include boundary wall of sufficient height, two entry/exit gates with sentries along with warning bell at sentry post, display of local Police telephone numbers, CCTV cameras, Public Address System, Mock drills, School layout plan at the entrance and antecedents of all the contractual staff including the security, sweepers, etc. in the custody of the Principal .
Police verification in case of all the workers provided by agency responsible for cleanliness, gardening and security guard is compulsory. Similarly the police verification of all coaches/ contractual teachers should be ensured

REPORT FOR THE QUARTER

MONITORING OF IMPLMENTATION OF THE NATIONAL DM GUIDELINES ON SCHOOL SAFETY POLICY AT THE ORGANISATION LEVEL

Part I – Basic Information

1. Region: BHOPAL
Total Schools: 60
No. of schools running in permanent accommodation: 46
No. of schools running in temporary accommodation: 14
2. Category/Type of Schools:
 - a. Total Schools (Urban):54
 - b. Total Schools (Rural): ...06
 - c. Total Schools (Elementary): 05
 - d. Total Schools (Secondary): 55
3. Has the school safety advisory committee been constituted at the Regional level? (Yes/No)

Part II – Status of implementation of the National Guidelines on School Safety Policy

Yes

(For the Quarter - JUNE 2018)

S. No	Activity:	Done	Yet to be done	Total
1.	Number of schools which have finalized the school disaster management plan (SDMP)	46	14	60

2.	Number of schools which have conducted safety audits: a) Structural	38	22	60
	b) Non-Structural	19	41	60
3.	Number of Schools which have conducted annual mock drills	45	15	60
4.	Number of schools where fire extinguishers have been installed	60	0	60
5.	Number of schools which adhere to safety norms with respect to storage of inflammable and toxic material	60	0	60
6.	Number of schools which conform to the safety standards as per local building bye-laws(as approved by local authorities)	57	03	60
7.	Number of schools which have been issued "Recognition Certificate" under sub-rule (4) -Rule 15 of RTE Rules 2010 (only to schools that comply with structural safety norms)	37	23	60
8.	Number of schools where students and teachers undergo regular training in school safety and disaster preparedness	58	02	60
9.	Number of schools where disaster management is being taught as part of the curriculum	60	0	60

22. Deputation of Teachers against vacancies

There are some KVs which are having almost full strengths of PGTs, while few KVs are facing acute shortage of PGTs. The KVs with no regular PGTs may have contractual teachers but usually the contractual teacher is not experienced and competent especially to deal with slow learners. Therefore, its compulsory to get guidance for such students from mature and experienced PGTs. It should be informed to all the PGTs that their services may be taken for 10 to 20 days in a year for a neighbouring school of Region for the benefit of students. They should plan the teaching in their own schools in such a way that no adverse effect is observed in the result and they may spare time to help other KVs also. The school where regular PGTs are not posted and they require the guidance of PGTs from other schools may send their proposals alongwith suggested name of PGT at an early date so that proper arrangement can be made.

Approximately 60 such deputations were done in 2017-18.

23. NCC and Adventure Activities :

➤ NCC

S. N	Name of KV	Jr.Division		Sr.Division		Total No.of students	Total expenditure in AY 2017-18
		Boys	Girls	Boys	Girls		
1	BHIND	50	0	0	0	50	46280/-
2	Khandwa	50	0	0	0	50	51201/-
3	OF Itarsi	25	25	0	0	50	76082/-
4	Seoni Malwa	50	0	0	0	50	153300/-
5	Pachmarhi	50	0	0	0	50	81050/-
6	NO.1 NEEMUCH	50	0	54	0	104	57378/-
7	Amla	17	8	0	0	25	N
8	CPE ITARSI	0	44	0	0	44	20000 APP
9	BAIRAGARH	69	0	0	0	69	25262.00
10	NO.1 INDORE	100	0	0	0	100	14874
11	Mhow	34	16	0	0	50	25077=00
12	No,1 Bhopal	32	18	0	0	50	1160

➤ Adventure Activity

15 KVs (Amla, Barwani, Datia, Dhar, No.1 Gwalior (I& II shift), Khandwa Khargone, Narmadangar, Neapanagar, Pachmarhi, Raisen, Chanderi, NO.2 Indore, No.3 Bhopal II shift) conducted the Adventure activity in 2017-18(School wise details enclosed (Annex IV)

24. Teaching Language foreign and Regional Language :

• Sanskrit :

All the students who wish opt for study Sanskrit in class IX & X and in XI and XII provided the facility for the same in Bhopal Region

Details of students studying Sanskrit in Bhopal Region is as under:

Class	No of students studding
IX	329
X	238
XI	38
XII	28

• Regional Language/Foreign Language :

- No student studying Regional Language in Bhopal Region.
- 667 students (VI to VIII) are studying German Language in Bhopal Region (KV-1 Bhopal and KV No.3 Gwalior)

AGENDA ITEMS - ADMINISTRATION

FOR PRINCIPALS' CONFERENCE 2018

1. Establishment of new KVs
2. Grievances/Shikayat Nivaran Diwas
3. Vacancy Position, Outsourcing of office staff.
4. Transfer
5. Appointment
6. Long absence cases of staff - 81(d).'
7. Forwarding of various cases /claims to RO/Hqrs.
8. VMC
9. Timely settlement of Personal claims such as Medical/TA/TTA/CEA/Providing photocopies of service book to employee and their annual updation.
10. Disciplinary cases
11. Court Cases/Monitoring thereof.
12. RTI
13. Completion of Service Books
14. ARARs./Senior Scale/Selection Scale/ACP/MACP
15. Opening of New KVs.
16. Uploading of photographs of existing infrastructure
17. Action to be taken under Article 81(b) of Education Code.
18. Rajbhasha
19. Permission for Medical treatment
20. Purchase of Movable/Immovable property
21. Advance/Part final withdrawal from GPF/CPF
22. Permission for Passport/Going Abroad
23. Permission for Higher Studies/Application for other department
24. Cases of change of name of students, teachers
25. Transportation of study material
26. Other Misc. Matter pertaining to Administration.
27. Any other

सिविल एवं रक्षा क्षेत्र में नए केन्द्रीय विद्यालय खोलने हेतु संशोधित मानक

केन्द्रीय विद्यालय संगठन, मुख्यालय, नई दिल्ली के कार्यालय ज्ञापन क्रमांक 1-23(3)/2004- केविसं/प्रशा-1/351, दिनांक 16.05.2018 के द्वारा सिविल एवं रक्षा क्षेत्र में नए केन्द्रीय विद्यालय खोलने के लिए संशोधित मापदण्ड जारी किए गए हैं ।

:: मुख्य बिन्दु ::

1. निःशुल्क अतिक्रमणमुक्त समतल भूमि
2. रक्षा/केन्द्र सरकार (स्वायत्त संस्थाओं एवं सार्वजनिक क्षेत्र के उपक्रमों सहित) के अधीन कार्यरत कर्मचारियों की संख्या
3. निःशुल्क उपयुक्त अस्थाई भवन

- सिविल एवं रक्षा क्षेत्र में नए केन्द्रीय विद्यालयों के प्रस्ताव हेतु जरूरी आवश्यकताएँ :-

1. प्रायोजक प्राधिकारी द्वारा महानगरीय क्षेत्र को छोड़कर अन्य क्षेत्र के लिए 5 से 10 एकड़ निःशुल्क, अतिक्रमणमुक्त, समतल भूमि प्रस्तावित करना चाहिए । प्रत्येक तीसरे प्रस्ताव में अधिकतम 10 एकड़ भूमि की उपलब्धता होना चाहिए जिससे स्पोर्ट्स गतिविधियों हेतु भूमि की उपलब्धता सुनिश्चित हो सके ।
2. नया केन्द्रीय विद्यालय खोलने के लिए उस क्षेत्र में रक्षा एवं पैरामिलिट्री कर्मियों, केन्द्र सरकार की स्वायत्त संस्थाओं/केन्द्र सरकार के अधीन सार्वजनिक क्षेत्र के उपक्रमों के कर्मचारियों की संख्या कम से कम 500 होना आवश्यक है ।
3. केन्द्रीय विद्यालय संगठन के मानकों के अनुसार कम से कम 15 कमरे जिनका आकार 7मीX7मी. हो, बिजली-पानी-सड़क सुविधायुक्त निःशुल्क एवं उपयुक्त अस्थाई भवन प्रायोजक प्राधिकारी द्वारा उपलब्ध कराना चाहिए !

यदि प्रायोजक प्राधिकारी उपरोक्त तीनों में से कोई एक आवश्यकता की पूर्ति करने में असफल होते हैं तो प्रस्ताव पर आगे विचार नहीं किया जाएगा एवं प्रस्ताव को शून्य वेटेज प्राप्त होगा ।

2. पहाड़ी क्षेत्र/उत्तर पूर्वी क्षेत्रों/शिक्षा में पिछड़े जिलों के लिए छूट:-

उपरोक्तानुसार (Left Wing Extremism)प्रभावित जिलों जम्मू एवं कश्मीर, हिमाचल प्रदेश, उत्तराखण्ड, उत्तर पूर्वी राज्यों जिसमें सिक्किम भी सम्मिलित है, को पृथक से मानकों में छूट प्रदान के साथ-साथ 10 अतिरिक्त अंक प्रदान किए जाएंगे।

क्रमांक	New Provisions for Left Wing Extremism(LWE) districts, State of Jammu and Kashmir, Himachal Pradesh, Uttrakhand, North Eastern Region States including the state of Sikkim		
i	Location	Minimum extent of land (Acres)	Desirable extent of land(Acres)
	All locations	2.5	5
ii	Concentration of at least 200 employees of the Defence Services including Ex-servicemen or Para Military Forces or of Central Govt. or of the Govt. of India Undertakings individually or jointly at the proposed location/station.		
iii	Grace Points- 10 (over and above the weightage points scored)		

3. 'चुनौती विधा' के अंतर्गत नए केन्द्रीय विद्यालय खोलने के प्रस्ताव का मूल्यांकन :-

चुनौती विधा के अंतर्गत नए केन्द्रीय विद्यालय खोलने के प्रस्तावों के मूल्यांकन के लिए मानकों के अनुसार निम्नलिखित वेटेज स्कोर है:-

Sl. No.	Parameters	Maximum weightage	Weightage awarded	Remarks
1	Land without any encroachments/impediments like LT line/HT-Line/Trees, low lying land and land in two or more plots etc. No points shall be awarded even if one of the impediments exists.	20		
2	Provision of utilities (Power, water and Drainage facility by the local authorities) No points shall be awarded even if one of the utilities is not provided.	15		
3	Road connectivity to the site (approach road)	15		
4	Availability of residential accommodation for 50% staff as per KVS norms.	10		
5	Proximity of the site to the Collectorate, - Points to be awarded w.r.t. distance from Collectorate on 1 to 20 point scale. 20 points shall be awarded for distance less than 1 km., 19 points for distance less than 2 kms and so on. No point will be awarded for 20 kms and above.	20		
6	District having no KV(If any KV already exists in the district, zero point will be awarded):	20		
		100		

केन्द्रीय विद्यालयों के विद्यालय भवन

:: सुगम्य भारत अभियान ::

केन्द्रीय विद्यालय संगठन, मुख्यालय, नई दिल्ली के पत्र क्रमांक 10112110112/33/2015/केविसं/110112/33/2015/केविसं/मुख्या/वर्क्स-1, दिनांक 11.04.2018 के अनुसार सुगम्य भारत अभियान की अनुशंसाओं को लागू करना ।

:: चेकलिस्ट ::

S. no.	Elements of Access Audit	Components to be addressed immediately	No. of KVs School buildings/ RO/ ZIET where the facility is provided (Enclose List)	No. of KVs School buildings / Ro/ ZIET where the facility to be provided with target date (Enclose List)
1.	Information and Communication System	Website Accessibility		
2.	Services	Disability Sensitization of all Staff		
3.	Parking	One Designated Parking Bay with International Symbol of Accessibility.		
4.	Alighting	Alighting space to be done at main entrance.		
5.	Accessible Route	Tactile pathway with directional signage to be placed.		
6.	Accessible Entrance	Ramp to be in main entrance of the building.		
7.	Reception and Lobby	Accessible reception to be introduced.		
8.	Stairs	Handrail need to put both side of the stairs.		
9.	Ramp	Ramp in main entrance with handrail.		
	(i) Upto ground floor			
	(ii) Upto all floors			
10.	Handrails	Both side handrail at the stair case		
11.	Elevator (Lift)	Not applicable for school buildings		
12.	Escalators / Conveyor Belt	NA		
13.	Corridors	Grab bar to be installed in side wall		
14.	Doors and Doorways	Door lock to be leaver type		
15.	Accessible Toilet	One accessible unisex toilet to be constructed.		
16.	Cafeteria	NA		
17.	Drinking Water Facility	Accessible drinking to be introduced.		
18.	Controls and Operating Mechanisms	Switch boards to be reinstalled at appropriate heights and safety regulations adhered to.		
19.	Signage	Prominent visible signage using the international symbol of accessibility, identifying / advertising / signifying accessible entrance and exit, reserved car parking, toilets and availability of special services (if any to be created).		
20.	Emergency Evacuation	Evacuation route plan is to be developed and displayed in different locations of each floor and staircases in consultation with safety engineers or local fire station.		

केन्द्रीय विद्यालयों के विद्यालय भवन में विभिन्न योजनाओं का क्रियान्वयन सुनिश्चित करना

1. 10 वर्ष से अधिक पुराने विद्यालय भवनों का तकनीकी ऑडिट !
2. सुगम्य भारत अभियान ।
3. बाला अवधारणा का अनुपालन ।
4. प्राकृतिक आपदा प्रबंधन संबंधी दिशा-निर्देश का अनुपालन ।
5. दिव्यांगों के एक्ट 2016 के अंतर्गत अधिकारों का अनुपालन ।
6. विद्यालय भवन/स्टॉफ क्वार्टरों/वारदीवारी की सुरक्षा का प्रमाण-पत्र ।
7. विद्यालयों में रैम्प एवं शौचालयों का प्रावधान ।
8. विद्यालय भवनों में एल0ई0डी0 लाईट का प्रावधान ।
9. विद्यालय भवनों में सोलर पावर का प्रावधान ।

केन्द्रीय विद्यालय के विद्यालय भवनों का तकनीकी ऑडिट

केन्द्रीय विद्यालय संगठन, मुख्यालय, नई दिल्ली के पत्र क्रमांक 110117-04/2012- केविसं/मुख्या/कार्य-2, दिनांक 16.04.2017 के अनुसार केन्द्रीय विद्यालय के 10 वर्ष से अधिक पुराने केन्द्रीय विद्यालय संगठन के स्थाई विद्यालय भवनों का केन्द्रीय लोक निर्माण विभाग/एम.ई.एस./उ.प्र. स्टेट कंस्ट्रक्शन एण्ड इंफ्रास्ट्रक्चर डेवलेपमेंट कारपोरेशन लिमि./आई.आई.टी./एन.आई.टी./शासकीय प्राधिकृत इंजीनियरिंग कॉलेज से तकनीकी ऑडिट करवाना एवं असुरक्षित भवनों की मजबूती/प्रतिस्थापन(replacement) हेतु प्राक्कलन प्राप्त करना ।

केन्द्रीय विद्यालय संगठन, मुख्यालय, नई दिल्ली के पत्र क्रमांक 110117-04/2012- केविसं/मुख्या/कार्य-2, 18.05.2018 एवं इसी तारतम्य में केन्द्रीय विद्यालय संगठन, जबलपुर संभाग के पत्र क्रमांक 22029/35/2017-18/केविसं/आरओ जबलपु, दिनांक 30.05.2018 के अनुसार “School building structural stability Audit” from Govt. Eng. College or NIT or IIT which is nearer to your Vidyalaya कार्रवाई सुनिश्चित करना ।

प्रोजेक्ट केन्द्रीय विद्यालयों हेतु प्रायोजक प्राधिकारी द्वारा तकनीकी ऑडिट करवाना ।



एतत् सर्वं युक्तं नमोऽस्तु
केन्द्रीय विद्यालय संगठन

केन्द्रीय विद्यालय संगठन (मुख्या०)
शहीदजीत सिंह मार्ग, १८ संस्थागत क्षेत्र,
नई दिल्ली - ११० ०१६
KENDRIYA VIDYALAYA SANGATHAN
(Hqrs.)
18, INSTITUTIONAL AREA, SJS MARG
NEW DELHI - 110 016
Ph. 26858570 Fax - 26514179

F.No. 110117-04/2012-KVS(HQ)/WK-II | 3102-3131

Dated: 17 07.2018

सेवा में,

उप्रायुक्त / निदेशक,

सभी क्षेत्रीय कार्यालय / शिक्षा के आंचलिक संस्थान (ZIET),

केन्द्रीय विद्यालय संगठन,

विषय: केन्द्रीय विद्यालय संगठन के कार्यों हेतु नई निर्माण ईकाई को पैनल के संबंध में।

महोदय/महोदया,


It is to bring to your notice that in compliance of amendment in GFR, KVS has empanelled two agencies namely NPCC and UPSCIDCo. The execution area of these agencies are as under:-

1. यू० पी० स्टेट कास्ट्रक्शन एण्ड इन्फ्रास्ट्रक्चर डेवलपमेंट कॉर्पोरेशन लि० - सेंट्रल जोन (उत्तर प्रदेश, मध्य प्रदेश, & छत्तीसगढ़)
2. नेशनल प्रोजेक्ट्स कन्स्ट्रक्शन कारपोरेशन लिमिटेड, - शेष क्षेत्र के लिए।
(A list of zonal office of NPCC located at various place is enclosed for reference.)


It is therefore, requested to direct all the Principal of your jurisdiction that first they approach to KVS federal agencies i.e. CPWD / MES, and in case of no response from CPWD / MES, they may get the estimates from the construction agencies as stated above.

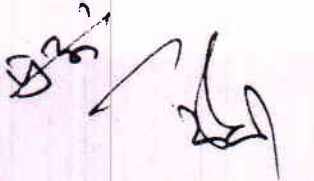
संलग्न - उपरोक्तानुसार

भवदीय,


17/07/2018

(ई० बी० बी० एस० पचौरी)
अधिशारी अभियंता


16/07/18


14/7

ZONAL OFFICES

Bihar Zonal Office

National Projects Construction Corporation Limited,
15, IAS Colony, 1St Floor Kidwai Puri, Patna-800001
Bihar

Northern (West) Zonal Office

National Projects Construction Corporation Limited,
98, Nehru Colony, Dehradun-248001
Uttarakhand

Chattisgarh Zonal Office

National Projects Construction Corporation Limited,
Kalyan Apartments, Street No. 5, Ashok Vihar Colony,
Pandri, Rajpur-492004
Chattisgarh

NER (IBBW) Zonal Office

National Projects Construction Corporation Limited,
H. No. 2 (2nd Floor) Aapanjan Pally, Sonai Road
Silchar-788006
Assam

Delhi Zonal Office

National Projects Construction Corporation Limited,
Plot No. 148, Sector-44, Gurgaon-122003
Haryana

NER (West) Zonal Office

National Projects Construction Corporation Limited,
H. No.-8-B, Bhuwan Road, Uzan Bazar,
Guwahati-781001
Assam

Eastern Zonal Office

National Projects Construction Corporation Limited,
3-A, Dr. S.N. Roy Road, Kolkata-700029
West Bengal

NER (Central) Zonal Office

National Projects Construction Corporation Limited,
Madan Riling, Shillong-793021
Meghalaya

Hyderabad Zone

National Projects Construction Corporation Limited,
Ganga Plaza, 3rd Floor, H.No.-169, Flat No.-301,
Old Vasvi Nagar, Karkhana, Secunderabad-500015
Telangana

Southern Zonal Office

National Projects Construction Corporation Limited,
House No. 1316, 2nd Cross K.H.B. Colony
Magadi Main Road, Bangalore-560079
Karnataka

Jharkhand Zonal Office

National Projects Construction Corporation Limited,
101/C, Road No. 1 Mandir Marg Ashok Nagar,
Ranchi-834002
Jharkhand

U.P. Zonal Office

National Projects Construction Corporation Limited,
1st Floor, A-20, Sector-127
Noida-201313
Uttar Pradesh

Northern Zonal Office

National Projects Construction Corporation Limited,
House No. 822 A, Near Dogra Ground,
Gandhi Nagar, Jammu-180004
Jammu & Kashmir

Western Zonal Office

National Projects Construction Corporation Limited,
Plot No. 203 Bldg. No. 31 B, Bimbisar Nagar,
MHADA Colony, Goregaon (East), Mumbai-400065
Maharashtra

Vacancy Position

Basically it has 05 proformae in separate excel sheets:-

1. Vacancy Position ;
2. Staffing Position ;
3. Contractual Teachers ;
4. Details post KV wise ;
5. Staff List.

It is requested that the information should be forwarded in soft copy in excel sheet only. Information in PDF copies or Scanned copies or in MS Word documents etc should be avoided. The information should be forwarded to Regional Office in the afternoon of the last working day positively. Sometimes the vacancy position of the next month is requested by Regional Office at an early date i.e before the last day of the current month. In such a case, the anticipated Vacancy Position as on the 1st day of the next month should be forwarded. However, it has been observed that in such a situation, Some Vidyalayas forward the Vacancy Position of the very date on which it has been forwarded to the Regional office. That doesn't serve the purpose. Kindly submit the anticipated Vacancy Position as on 1st day of the next month taking into account the cases of retirement/resignation/ Voluntary retirement etc. In case there is any change in the information already submitted before the 1st of the next month, the same may be informed separately otherwise there is no need to resubmit the information after 1st of the month.

Proforma-1 Vacancy Position.

1. There has been confusion in some KVs regarding sanctioned posts of Sub Staff for Labs and other regular Sub Staff. It is pertinent to mention here that in the staff sanction orders

issued from the Regional Office, the Sub Staff sanctioned for Lab and other regular Sub Staff are mentioned separately. However, in the monthly Vacancy Position both are merged together as Sub Staff only and accordingly the position of Sub Staff must be shown in the monthly Vacancy Position taking into consideration both, the Sub Staff posted in Lab and other regular office Sub Staff. The post of Junior Secretariat Assistant and Sub staff sanctioned for hostel (KV Pachmarhi and KV No 1 Gwalior) should be mentioned against the hostel staff only.

2. Similarly, in the Staff Sanction orders issued from the Regional Office, the post of Principal Gr-II and Vice Principal are mentioned separately. Principal Grade-II is sanctioned for Vidyalaya upto the level of Class VIII only. At present the post of Principal Grade-II is sanctioned in

- (i) KV Kasrawad;
- (ii) KV Ambah;
- (iii) KV Tekanpur, Gwalior;
- (iv) KV Chanderi;
- (v) KV Multai;
- (vi) Ganj Basoda;
- (vii) No 2 Neemuch;&
- (viii) Dabra

It is requested that the position of Principal and Principal Grade-II may be carefully mentioned because while compiling the information at the Regional Office, the data is copied from the excel sheet received from the Vidyalaya and is pasted in the excel sheet meant for compilation at Regional Office.

3. The post of out sourcing Sub Staff are mentioned separately in the Staff Sanction orders issued from the Regional Office, but some Vidyalayas are not showing the correct data of

sanctioned/in position and vacant post of out sourced Sub Staff in the proforma - 1 i.e. the Vacancy Position proforma. (***Appendix 7 A of Accounts Code- Privatization of certain services in School may be referred***).

4. The post of Lab Assistant has not been sanctioned in any Kendriya Vidyalaya in Bhopal Region. Some Vidyalayas are confused about the sanction of Lab Assistant and Sub Staff (Lab) i.e Lab Attendant. Both the posts are entirely different.

It is also observed that in the information received from some KVs, the date/month and also the name of KV are not mentioned in the excel sheets of the proforma.

Proforma-2 Staffing Position.

The Proforma forwarded by the Regional Office are not downloaded by some Kendriya Vidyalayas. Instead of this they make their own similar proforma in excel sheet and furnish the information. It is requested to ensure that the data provided by your Vidyalaya is correct and the same tallies with the information provide in the other excel sheets.

Proforma-3 Data of contractual teachers.

Now-a-days Kendriya Vidyalaya Sangathan(HQ),New Delhi calls for the information of number of contractual teachers appointed on a specific date by return mail or within a few hours time. In order to submit the information to KVS(HQ) within the stipulated time frame, this practice of calling for the information on the 1st day of every month has been adopted. It is requested that the information of contractual teachers appointed against regular sanctioned posts i.e PGT/TGT/PRT etc and for those appointed against posts other than regular sanctioned post i.e. Computer Instructor, Yoga, Doctor, Sports Coach etc. be provided

accurately. Normally the total number of Contractual teachers appointed against Regular Sanctioned vacant posts should not exceed the actual number of vacant post under that category. In case there is a difference (may be due to teacher on long leave etc), the same should be clearly mentioned. Also sincere efforts should be made to appoint the contractual teacher against all the vacant post in the best interest of the Vidyalaya. It should be ensured that the difference in the Number of vacant posts and the contractual teachers appointed is minimum.

Proforma-4 Details of Staff Post-Wise.

The information regarding category of the staff should be verified from the service records of the individual and the number of sanctioned posts should strictly be as per the Staff Sanctioned from the Regional Office.

It should be ensured that there is no change in the proforma forwarded by this office. Any change in the prescribed proforma shall seriously affect the compilation at the Regional Office level. It has been observed that some Vidyalayas change the position of some rows which seriously affects the whole compilation. In this region, the post of PGT(Bio-Tech) is sanctioned in Kendriya Vidyalaya No 2 Gwalior only, Kindly do not mention the post of PGT(Bio) against the post of PGT(Bio-Tech).

Proforma-4 Staff List.

The purpose of requesting the information in the Staff List Proforma is to determine the category, Sub-Category and receipt of Award by the individual employee of the Vidyalaya. Kindly clearly mention the sub category i.e. OH/HH/VH instead of mentioning PH.

KENDRIYA VIDYALAYA

Vacancy Position as on

Sl.No.	Name of Post	Sanctioned Post	In position	Vacant Post	Remarks (TNJ/PNJ/CLEAR etc.)
1	Principal Gr. I			0	
2	Principal Gr.II/Vice-Principal			0	
3	Headmaster			0	
	PGTs				
4	Hindi			0	
5	English			0	
6	History			0	
7	Economics			0	
8	Geography			0	
9	Physics			0	
10	Chemistry			0	
11	Maths			0	
12	Biology			0	
13	Commerce			0	
14	Computer Science			0	
15	Bio-Tech			0	
	Total PGTs	0	0	0	
	TGTs				
16	Hindi			0	
17	English			0	
18	Sanskrit			0	
19	Social Studies			0	
20	Maths			0	
21	Biology			0	
	Total TGTs	0	0	0	
22	PRIMARY TEACHER			0	
	MISC. CATEGORY				
23	PRT (MUST)			0	
24	TGT (PHE)			0	
25	TGT (ART EDUCATION)			0	
26	TGT (WORK EXPERIENCE)			0	
27	YOGA TR.			0	
28	LIBRARIAN			0	
	TOTAL MISC. CATEGORIES	0	0	0	
	NON-TEACHING CATEGORY				
29	ASSISTANT SECTION OFFICER			0	
30	SENIOR SECRETARIAT ASSISTANT			0	
31	JUNIOR SECRETARIAT ASSISTANT			0	
32	SUB-STAFF(INCLUDING LAB ATTD.)			0	
33	OUT SOURCING SUB STAFF			0	
	HOSTEL STAFF				
34	LDC			0	
35	GROUP'D'/SUB-STAFF			0	
36	NURSE			0	
	TOTAL NON-TEACHING	0	0	0	
	GRAND TOTAL	0	0	0	

KENDRIYA VIDYALAYA

STATEMENT SHOWING SANCTIONED POST AND NUMBER OF EMPLOYEES
IN POSITION CATEGORY-WISE AS ON

SL. NO.	NAME OF POST	No of posts sanctioned	No. of employees in position			
			UR	OBC	SC	ST
1	PRINCIPAL					
2	VICE PRINCIPAL					
3	HEADMASTER					
	PGTs					
4	HINDI					
5	ENGLISH					
6	HISTORY					
7	ECONOMICS					
8	GEOGRAPHY					
9	PHYSICS					
10	CHEMISTRY					
11	MATHS					
12	BIOLOGY					
13	COMMERCE					
14	COMPUTER SCIENCE					
15	BIO TECHONOLOGY					
	TGTs					
16	HINDI					
17	ENGLISH					
18	SANSKRIT					
19	SOCIAL STUDIES					
20	MATHS					
21	BIOLOGY					
22	TGT (PHYSICAL & HEALTH EDUCATION)					
23	TGT (ART EDUCATION)					
24	TGT (WORK EXPERIENCE)					
25	YOGA TEACHER					
26	LIBRARIAN					
27	PRIMARY TEACHERS					
28	PRT (MUSIC)					
	Non-Teaching staff					
29	ASO					
30	SSA					
31	JSA					
32	SUB STAFF					
33	STENOGRAPHER GRADE I					
34	STENOGRAPHER GRADE II					
35	HINDI TRANSLATOR					
36	DRIVER					
	Total		0	0	0	0

Staff Sanction

Normally proposals for Staff Sanction (i.e. increase and decrease in the sections or classes/stream etc) are invited by the Kendriya Vidyalaya Sangathan in the month of December every year. It is requested that requirement regarding fresh sanction of classes or increase and decrease in the section may be calculated taking into consideration the available infra structure and number of students that may be available for admission in the next session and the recent guidelines of KVS. It will be highly appreciated that the proposal for increase/decrease in sections and opening/closure of streams be placed before the VMC in its meeting well before the proposals are called for by the head quarter. This will also help in timely submission of proposals from the Vidyalaya even if the Chairman, VMC or the principal himself/herself is not available at the station at the time of submitting the proposal to the Regional Office.

*It is necessary to pay attention to the following points before sending the proposal for sanction of sections and streams in the Vidyalaya in future, as the Expenditure Finance Committee(EFC) Memorandum prescribes **two sections in a permanent school building.***

- i) *The sections/streams to be sanctioned only in the case of consequential increase and no additional section/streams shall be granted;*

- ii) *The KVs running in temporary building shall be sanctioned only single section in each class, subject to availability of safe building/rooms;*
- iii) *Newly opened KVs functioning in permanent building shall be sanctioned only 02 sections in each class on the principle of consequential increase, year after year;*
- iv) *The existing KVs functioning in multiple sections will continue to get same number of sections due to consequential increase/decrease. No additional sections what so ever will be sanctioned;*
- v) *In case Humanities stream is required, the Commerce Stream or the Science Stream has to withdrawn (i.e. the number of existing sections at +2 level in all streams put together should not be more than 2 sections). If it is a 3 section School, all the three Streams i.e. Science/Commerce/Humanities can be operated if required subject to availability of demand;*
- vi) *In case of Project KVs where 100% funds are met by sponsoring agency, based on the recommendation of the Chairman and Principal/DC, the Section/Streams may be sanctioned as per requirement without any restriction;*
- vii) *If the land is not transferred to KVS by the sponsoring agency, no additional Sections/Streams shall be sanctioned except consequential increase/decrease subject to the availability of safe infrastructure;*

Subsequent requests for any change in the sanctioned sections or classes should be avoided. In extreme unavoidable situations, based on the above guidelines, if a new stream is proposed or change in sanctioned number of sections is proposed, the proposal should be forwarded in the prescribed proforma duly approved by the Chairman,VMC and should bear clear comments of the Principal for the proposed change.

Once the approval of the competent authority for sanction of classes is received, the requirement of staff should be forwarded to the Regional Office in the prescribed proforma. The requirement of staff should be calculated as per the prevailing rules of Sangathan. The staff sanction proposal forwarded to the Regional Office should necessarily be enclosed with the calculation sheet for sanction of staff and time table for the periods to be allotted to teachers.

आकस्मिक परिस्थितियों में इलाज के चिकित्सा बिल

1. चिकित्सा प्रतिपूर्ति दावा अपूर्ण भरा जाता है
2. निर्धारित प्रपत्र Appendix-XIII/CS-32(a) का उचित प्रपत्र प्रयोग नहीं किया जाता है।
3. उक्त प्रतिपूर्ति आवेदन पर संबंधित के द्वारा तिथि नहीं दर्शाई है और न ही विद्यालय में प्राप्ति की दिनांक व टिप्पणी दर्ज है।
4. विद्यालय में देयक प्राप्ति की दिनांक इनवर्ड नम्बर, मेडिकल बिल रजिस्टर में आवक संबंधित प्रविष्टि अथवा दस्तावेज की छायाप्रति भी वांछित है।
5. प्रतिवेदन पर विद्यालय में प्राप्ति दिनांक अथवा संबंधित प्राचार्य के हस्ताक्षर व टिप्पणी नहीं होती है।
6. इसेन्सियल सर्टिफिकेट अथवा सर्टिफिकेट-बी के गलत प्रारूप का प्रयोग किया जाता है, अपूर्ण रूप से भरा जाता है, जिसके साथ लिस्ट आफ मेडीसिन संलग्न नहीं होती है।
7. सर्टिफिकेट बी के साथ लिस्ट आफ मेडीसिन अलग से संलग्न होने पर मेडीसिन की कुल क्रय राशि दर्शाई जाए।
8. उक्त पार्ट-बी में पैथॉलॉजी का नाम दिनांक आदि अंकित नहीं किए जाता हैं
9. विभिन्न देयकों में दर्शाई गई राशि, सूची में दर्शाई गई राशि प्रतिपूर्ति संबंधी आवेदन से मेल नहीं खाती है।
10. प्रपत्र सी.एस.32(ए) में विभिन्न मदों में दर्शाए गई राशि का योग, संलग्न देयकों एवं दावा प्रतिपूर्ति कुल राशि से मिलान होना चाहिए। प्रपत्र में कई आवश्यक जानकारियाँ जैसे कार्यस्थल, इलाज की अवधि, अस्पताल का स्थल, मदवार पृथक पृथक राशि, दावे की कुल/शुद्ध राशि एवं दिनांक आदि पूर्ण नहीं की जाती हैं।
11. परिवार के दावों के संबंध में सेवा पुस्तिका के परिवार इतिहास एवं प्रथम पृष्ठ/गृह नगर की छायाप्रति संलग्न की जाए।
12. केन्द्रीय सिविल सेवा(चिकित्सा परिचर्या) नियमावली 1944 के नियम-3 एवं नियम-6 के अंतर्गत उक्त प्रकार की अपील 45 दिनों के अंदर ही सक्षम अधिकारी को प्रस्तुत किए जाने का प्रावधान है।
13. केन्द्रीय सिविल सेवा(चिकित्सा परिचर्या) नियमावली 1944 के पृष्ठ संख्या-94, G.I.M.H.,O.M.NO.F.1-17/52-LSG(M) dated 18/12/1952 Cash Memos and Essentiality Certificate (1) To be countersigned - 'Cash Memos for purchase of medicines must be countersigned by the Doctor prescribing the medicines and the **Essentility Certificate must contain the names of all the medicines prescribed and the amount must be incurred on the purchase of each medicine.**
14. केन्द्रीय कर्मचारियों के लिए प्राधिकृत अस्पतालों/सीजीएचएस से मान्यता प्राप्त से कार्योत्तर स्वीकृति हेतु डिस्चार्ज टिकट की प्रति संलग्न की जाए।

चल/अचल संपत्ति क्रय

- 1) निर्धारित प्रपत्र क्र.1 में पूर्ण प्रविष्टियाँ नहीं की जाती हैं।
- 2) प्रपत्र क्र. 2(वित्त व्यवस्था का विवरण) संलग्न नहीं किया जाता है।
- 3) संबंधित संपत्ती के दस्तावेज की छायाप्रति वांछित है।
- 4) प्रपत्र में भरी गई जानकारी संपत्ती संबंधी दस्तावेज से मेल खाना चाहिए।
- 5) संपत्ती क्रय की सूचना का आवेदन निर्धारित 6 माह/1 माह की अवधि में प्रस्तुत किया जाना चाहिए।

सामान्य भविष्य निधि

- 1) वर्ष 2017 में जारी किए गए प्रपत्र का ही प्रयोग किया जाना चाहिए।
- 2) कुछ विशेष उद्देश्यों जैसे बीमारी के इलाज, मकान निर्माण, क्रय, मरम्मत, सेवा निवृत्ति के दो वर्षों में बिना कारण बताए के अतिरिक्त अन्य उद्देश्यों के लिए 75 प्रतिशत अथवा 12 माह के वेतन में से जो भी कम हो, उतना ही दिया जा सकता है।
- 3) बच्चों के संस्कार/ शिक्षा/विवाह आदि उद्देश्यों में बच्चों के नाम, जन्मतिथि, आयु, शैक्षणिक संस्थान का विवरण आदि भी अपेक्षित है।

पासपोर्ट एवं विदेश यात्रा की अनुमति

- 1) निर्धारित प्रपत्रों का ही प्रयोग किया जाए, विदेश यात्रा हेतु पार्ट-1 एवं पार्ट-2 दोनों भरे जाएँ
- 2) जानकारी पूर्ण एवं स्पष्ट भरी जाए
- 3) स्थाईकरण की तिथि भरी जाए
- 4) सतर्कता अनापत्ति संलग्न की जाए
- 5) विदेश यात्रा हेतु प्रपत्र में पासपोर्ट प्राप्त करने की अनुमति का संदर्भ एवं दिनांक दर्शाई जाए

अन्य विभागों में आवेदन भेजने/अनापत्ति के संबंध में

- 1) पी0जी0टी0 स्तर तक के प्रत्येक संवर्ग के 10 प्रतिशत एवं प्रत्येक शिक्षक/कर्मचारी के दो आवेदन हेतु प्राचार्य सक्षम अधिकारी हैं।
- 2) प्रकरण अंतिम तिथि के नजदीक न भेजे जाएँ
- 3) संबंधित स्पष्ट प्रार्थना पत्र
- 4) संबंधित विज्ञापन की प्रति लगाई जाए
- 5) निर्धारित प्रपत्र में आवेदन एवं भरी गई जानकारी योग्यता आदि का सत्यापन प्राचार्य द्वारा किया जाए
- 6) अपेन्डिक्स-IX/X संलग्न किए जाएँ
- 7) लिखित परीक्षा/साक्षात्कार में बुलावा के संबंध में संबंधित विभाग का बुलावा पत्र/चयन सूची
- 8) योग्यता/अर्हता संबंधी दस्तावेज

- 9) अनापत्ति का निर्धारित प्रपत्र यदि कोई हो
- 10) अनापत्ति प्रमाण पत्र नियुक्ति प्राधिकारी द्वारा जारी किया जाता है।
- 11) अस्थाई कर्मचारियों को शिक्षा संहिता के प्रावधान अनुसार संगठन हित में समझाया जाए
- 12) लीयन/त्याग पत्र/तकनीकी त्याग पत्र की स्पष्ट स्थिति दर्शाई जाए

विद्यार्थियों के नाम परिवर्तन

- 1) अभिभावक का संयुक्त एवं स्पष्ट आवेदन
- 2) अद्यतन तिथि में मूल एफिडेविट
- 3) दो समाचार पत्र में प्रकाशन की मूल प्रति पूरे अखबार के साथ
- 4) संबंधित पालकों के विभाग संबंधी दस्तावेज/प्रमाण पत्र यदि सेवारत हो तो
- 5) कक्षा-9 में नामांकन की स्थिति/पालक स्वयं जिम्मेदार हैं
- 6) विद्यालय के अभिलेख अनुसार पंजीयन रजिस्टर, पंजीयन आवेदन, प्रवेश आवेदन, प्रवेश रजिस्टर की सत्यापित छायाप्रतियां
- 7) पुनर्विवाह की स्थिति में बायोलॉजिकल माता-पिता के नाम परिवर्तन नहीं हो सकते हैं

विवाह/पुनर्विवाह के फलस्वरूप शिक्षिका का नाम परिवर्तन

- 1) प्रकरण निर्धारित चेक लिस्ट में पूर्ण करें
- 2) संबंधित का स्पष्ट आवेदन
- 3) विवाह पंजीयन कार्यालय द्वारा जारी मेरिज सर्टिफिके की सत्यापित छायाप्रति
- 4) पति एवं पत्नी के द्वारा संयुक्त रूप से जारी किया, संयुक्त फोटो एवं संयुक्त हस्ताक्षर जो नोटरी द्वारा सत्यापित हो मूल शपथ पत्र
- 5) पति के परिचय पत्र/आधार/वोटर कार्ड/पासपोर्ट आदि की प्रति

चयनित वेतनमान

चयनित वेतनमान संबंधी प्रकरणों का निराकरण मुख्यालय स्तर पर किया जाता है। तथापि प्रकरण भेजते समय निम्न कार्रवाई अपेक्षित है-

- 1) प्रकरण निर्धारित प्रस्ताव पत्र में तैयार करें।
- 2) प्रस्ताव के साथ चेक लिस्ट में वांछित जानकारी एवं दस्तावेज क्रमशः संलग्न किए जाएं
- 3) सेवा पुस्तिका के प्रथम पृष्ठ, पद पर कार्यारंभ, स्थाईकरण, वरिष्ठ वेतनमान स्वीकृति की प्रविष्टि, इनसिर्वस कोर्स प्रतिभागिता की प्रविष्टि, डाइज नॉन पीरियड यदि कोई हो, विगत 10 वर्ष में कोई पेनाल्टी यदि हो उनकी प्रविष्टि संबंधी पृष्ठों की छायाप्रतियाँ
- 4) सतर्कता अनापत्ति
- 5) हाईस्कूल से लेकर पी0जी0 एवं बी0एड0 की मार्कशीट/डिग्री की छायाप्रतियाँ आगे पीछे की प्रति सहित

- 6) इनसर्विस कोर्स के प्रमाण पत्र
- 7) वरिष्ठ वेतनमान स्वीकृति संबंधी आदेश की प्रति, पेनाल्टी आदेश यदि कोई हो की छायाप्रतियाँ संलग्न करे।

वरिष्ठ वेतनमान

31 मार्च 2018 तक के वरिष्ठ वेतनमान के प्रकरणों पर विचारार्थ आगामी विभागीय संवीक्षा समिति की बैठक इस माह के अंत तक या आगामी माह में प्रस्तावित है। जिसमें प्राप्त प्रकरणों पर विचार किया जाना है, के0वि0 आमला का भी प्रकरण सम्मिलित है।

वरिष्ठ वेतनमान के प्रकरण तैयार करते समय निम्न कार्रवाई अपेक्षित है-

- 1) प्रकरण निर्धारित प्रस्ताव पत्र में तैयार करें।
- 2) प्रस्ताव के साथ चेक लिस्ट में वांछित जानकारी एवं दस्तावेज क्रमशः संलग्न किए जाएँ
- 3) सेवा पुस्तिका के प्रथम पृष्ठ, पद पर कार्यारंभ, स्थाईकरण की प्रविष्टि, इनसर्विस कोर्स प्रतिभागिता की प्रविष्टि, डाइज नॉन पीरियड यदि कोई हो, विगत 10 वर्ष में कोई पेनाल्टी यदि हो उनकी प्रविष्टि संबंधी पृष्ठों की छायाप्रतियाँ
- 4) सतर्कता अनापत्ति
- 5) हाईस्कूल से लेकर पी0जी0 एवं बी0एड0 की मार्कशीट/डिग्री की छायाप्रतियाँ आगे पीछे की प्रति सहित
- 6) इनसर्विस कोर्स के प्रमाण पत्र

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31 मार्च 2018 तक के वित्तीय प्रोन्नयन के प्राप्त प्रकरणों पर विचारार्थ आगामी विभागीय संवीक्षा समिति की बैठक इस माह के अंत तक या आगामी माह में प्रस्तावित है।

प्रकरण तैयार करते समय निम्न कार्रवाई अपेक्षित है-

- 1) प्रकरण निर्धारित प्रपत्र में पूर्ण जानकारी भरते हुए तैयार करें
- 2) प्रपत्र में वर्तमान पे मैट्रिक्स लेबल/वेतनमान/वेतन/ग्रेड पे जरूर दर्शाए
- 3) मूल पद पर कार्यारंभ तिथि/वर्तमान पद पर कार्यारंभ तिथि- नियुक्ति/चयन का प्रकार दर्शाए
- 4) विगत एसीपी/एमएसीपीएस स्वीकृति का विवरण एवं आदेश की प्रति लगाए
- 5) डाइज नॉन पीरियड/अनाधिकृत अनुपस्थिति यदि कोई हो तो उसका विवरण एवं दस्तावेज
- 6) सेवा पुस्तिका के प्रथम पृष्ठ, मूल पद/वर्तमान पद पर कार्यारंभ की प्रविष्टि, स्थाईकरण की प्रविष्टि एवं संबंधित दस्तावेज
- 7) सतर्कता अनापत्ति, सब स्टाफ के संबंध में योग्यता/प्रशिक्षण प्रमाण पत्र की प्रतियाँ

स्टडी मटेरियल/स्टूडेंट सपोर्ट मटेरियल

स्टडी मटेरियल मुख्यालय द्वारा सप्लाई किया जा रहा है।

यद्यपि संबंधित संस्था को सीधे विद्यालयों को भेजने के निर्देश एवं शर्तें हैं, तथापि क्षेत्रीय/स्थानीय विद्यालय को भेज दिए जाते हैं अतः अपरिहार्य स्थिति में स्थानीय विद्यालय द्वारा वितरण किया जाता है।

विद्यालय प्रबंधन समिति
आगरा संभाग से भोपाल संभाग में स्थानांतरित केन्द्रीय विद्यालयों की विद्यालय
प्रबंधन समिति नवीनीकरण की तिथि

क्रं.	के.वि.का नाम	प्रभावी तिथि	नवीनीकरण की तिथि	
1.	अंबाह	send to H.Q. for approval		
2.	भिण्ड	01.08.2015	31.07.2018	
3.	दतिया	08.11.2017	07.11.2020	
4.	ग्वालियर क्रं.1 (दोनो पाली)	16.08.2016	15.08.2019 (both shift)	
5.	ग्वालियर क्रं.2	11.01.2018	10.01.2021	
6.	ग्वालियर क्रं. 3	16.12.2014	15.12.2017	स्मरण पत्र जारी किया ।
7.	ग्वालियर क्रं. 4	18.03.2016	18.03.2019	
8	ग्वालियर क्रं.5	29.08.2015	28.08.2018	
9	मुरैना	06.09.2015	05.09.2018	
10	शयोपुर	02/04/2017	01/04/2020	
11	टेकनपुर	15.01.2017	14.01.2020	

एपीएआर के संबंध में -

Sr. No.	Proforma	Name of Group	Cover Pages Colour
1	"A"	Group "A" Officer: प्राचार्य/ उप-प्राचार्य/ प्राचार्य ग्रेड-2	Pink
2	"B"	Group "B" Officer: अनुभाग अधिकारी/ सहायक अनुभाग अधिकारी	Blue
3	"C"	Group "C" Officer: व0स0स0 (प्र0श्रे0लि0)/ क0स0स0 (अ0श्रे0लि0) / सब-स्टाफ (प्रयोगशाला परिचर)	Yellow
4	"D"	Teaching Staff: स्नातकोत्तर शिक्षक/प्रशिक्षित स्नातक शिक्षक/कला शिक्षक/कार्यानुभव शिक्षक/संगीत शिक्षक/प्राथमिक शिक्षक	Green

- कर्मचारी/शिक्षक द्वारा भाग-एक (Personal Data) के वैयक्तिक डाटा के कम संख्या एक से दस तक समस्त प्रविष्टियाँ स्पष्ट अक्षरों में लिखी जाये तथा कम संख्या 9 में हस्ताक्षर भी होना चाहिए एवं प्रपत्र के प्रत्येक पृष्ठ पर कर्मचारी/शिक्षक का नाम एवं पद अवश्य लिखा हो । तथा विवरण सेवा अभिलेखों द्वारा जॉच के उपरांत ही एपीएआर लिखें ।
- एपीएआर प्रपत्र के भाग दो (Self Assesment) कर्मचारी/शिक्षक के द्वारा भरा जाना चाहिए । प्रपत्र में ठीक से भरा है । इसकी जॉच कर एपीएआर लिखें ।
- एपीएआर प्रपत्र के भाग तीन में ग्रेडिंग देने के पश्चात उसका कुल योग स्पष्ट अंकों में लिखें एवं प्रत्येक कालम में हस्ताक्षर करें ।
- एपीएआर प्रपत्र के भाग चार में टिप्पणी लिखने के बाद हस्ताक्षर, नाम, दिनांक तथा रबड की मोहर अवश्य लगी होना चाहिए ।
- एपीएआर प्रपत्र में यदि कर्मचारी/शिक्षक का मूल्यांकन 4 अंक से कम किया गया हो तो एपीएआर प्रपत्र के साथ उसका प्रमाण (Justification) एवं संबंधित दस्तावेजों को संलग्न करें । इसी प्रकार मूल्यांकन 8 या उससे अधिक किया गया हो तो उसका प्रमाण (Justification) संबंधित दस्तावेज भी साथ होना चाहिए ।
- लंबी छुट्टी पर गये कर्मचारियों की एपीएआर प्रपत्र में आवश्यक जानकारी भरकर भेजी जाना चाहिए तथा उसमें लंबी छुट्टी का विवरण अवश्य लिखें ।
- वे कर्मचारी/ शिक्षक को क्षेत्रीय कार्यालय द्वारा प्रतिनियुक्ति पर अन्य विद्यालयों में पदस्थ किया गया है उनकी एपीएआर उनके मूल केन्द्रीय विद्यालय के प्राचार्य द्वारा लिखी जायेगी । उन कर्मचारियों का Self Assessment उन विद्यालय से मंगाए जहाँ कर्मचारी प्रतिनियुक्ति पर है । जिनका कार्यकाल वर्तमान विद्यालय में दिनांक 31/3/2017 तक 3 माह से कम रहा हो तो उनका एपीएआर स्व:मूल्यांकन भरकर अगली कार्यवाही के लिए पिछले विद्यालय के प्राचार्य के पास इस निर्देश के साथ भेजें कि वे आवश्यक कार्यवाही कर तत्काल इसे आपके पास वापिस करें इस एपीएआर को आपके द्वारा इस कार्यालय को भेजा जायेगा ।
- जिन विद्यालयों में प्रभारी प्राचार्य के रूप में प्राचार्य-वर्ग-2 अथवा प्रतिनियुक्ति पर उप-प्राचार्य नियुक्त हैं, उन विद्यालयों के कर्मचारियों की एपीएआर उन्हीं के द्वारा लिखी जायेगी एवं जिन विद्यालयों में प्रभारी प्राचार्य के रूप में स्नातकोत्तर शिक्षक अथवा वरिष्ठ शिक्षक कार्यरत हैं उन विद्यालयों के कर्मचारियों की एपीएआर संबंधित सहायक आयुक्त, के.वि.सं. क्षे.का. भोपाल द्वारा लिखी जायेगी ।
- एपीएआर के साथ निम्न सूची के साथ वार्षिक निष्पादन एवं मूल्यांकन रिपोर्ट (APAR) एक प्रति में प्रेषित किया जाना सुनिश्चित करें । एपीएआर प्रपत्र के साथ कोई भी अन्य कागजात न लगाएँ निश्चित स्थान पर संक्षिप्त में लिखें ।

Sr.No.	Employee Code	Name of employee	Post	Subject	Remarks
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ए0पी0ए0आर0 से संबंधित गतिविधियों की समय सारणी

क्रमांक	कार्य रूपरेखा	अवधि
1	सभी संबंधित को रिक्त ए0पी0ए0आर0 का वितरण	31 मार्च
2	स्व: मूल्यांकन के बाद रिपोर्टिंग अधिकारी को ए0पी0ए0आर0 प्रस्तुत करना ।	15 अप्रैल
3	रिपोर्टिंग अधिकारी के द्वारा पुनर्विलोकन अधिकारी को प्रस्तुत करना ।	30 जून
4	पुनर्विलोकन अधिकारी के द्वारा ए0पी0ए0आर0 पूर्ण कर संबंधित अनुभाग में प्रस्तुत करना ।	31 जुलाई
5	संबंधितों को ए0पी0ए0आर0 की प्रति सौंपना	01 सितम्बर
6	अभ्यावेदन प्रस्तुत करना	ए0पी0ए0आर0 प्राप्त होने के 15 दिवस की अवधि में ।
7	सक्षम अधिकारी को अभ्यावेदन अद्येपित करना ।	21 सितम्बर
8	सक्षम अधिकारी द्वारा अभ्यावेदन का निपटान	अभ्यावेदन प्राप्त होने की एक माह की अवधि में ।
9	अभ्यावेदन के संबंध में सक्षम अधिकारी द्वारा लिए गए निर्णय से संबंधित को अवगत कराना।	15 नवम्बर
10	ए0पी0ए0आर0 प्रक्रिया का निस्तारण ।	30 नवम्बर

केन्द्रीय विद्यालय की सूची जिनकी ए0पी0ए0आर0 विलंब से प्राप्त हुई -

डॉ0बी0कौर सहायक आयुक्त मई 2018 में सेवा निवृत्त हो रही थी । इस हेतु विद्यालयों को पत्र जारी किया गया कि स्टाफ एवं स्वयं की ए0पी0ए0आर0 इस कार्यालय द्वारा अविंब मांगी गई थी । दूरभाष पर भी निर्देश जारी किये गये किंतु विद्यालयों से ए0पी0ए0आर0 विलंब से प्राप्त हुई ।

विद्यालयों से समस्त स्टाफ की ए0पी0ए0आर0 30 जून से पहले प्रेषित करने हेतु निर्देश जारी करने के उपरांत भी विद्यालयों द्वारा 1-1 अथवा 2-2 ए0पी0ए0आर0 अभी भी प्रेषित की जा रही हैं ।

कुछ विद्यालयों शिक्षक यदि अवकाश पर तब भी उनकी ए0पी0ए0आर0 रिपोर्टिंग के उपरांत क्षेत्रीय कार्यालय को अवश्य प्रेषित की जाये ।

ए0पी0ए0आर0 में प्रिंटिंग में ध्यान दिया जाये कि

- विद्यालय के स्टाफ की ए0पी0ए0आर0 प्रिंट करवाते समय ध्यान रखा जाये कि पुनर्विलोकन अधिकारी के स्थान पर रिपोर्टिंग अधिकारी का ही नाम हो । कुछ विद्यालय में प्राप्त ए0पी0ए0आर0 में देखा गया है कि पुनर्विलोकन अधिकारी के स्थान पर रिपोर्टिंग अधिकारी प्रिंट है ।
- ए0पी0ए0आर0 में संलग्न पृष्ठ क्रमवार हो । कुछ विद्यालयों की ए0पी0ए0आर0 में पृष्ठ क्रमवार नहीं लगाये गये हैं ।

परीविक्षा अवधि रिपोर्ट -

- विद्यालयों से नव नियुक्त कर्मचारियों की 11 एवं 22 माह की परीविक्षा अवधि रिपोर्ट समय पर प्रेषित नहीं की जा रही है । जिससे कर्मचारियों के स्थायीकरण संबंधी प्रकरण में परीविक्षा अवधि रिपोर्ट प्रस्तुत करने में विलंब होता है ।
- अतः नव नियुक्त कर्मचारियों के उनके कार्यभार ग्रहण करने की अवधि से 11 माह के पश्चात एवं तदोपरांत 22 माह के उपरांत परीविक्षा अवधि रिपोर्ट इस कार्यालय को अवश्य भेजी जाये ।
- कर्मचारियों की ए0पी0ए0आर0 सदैव परीविक्षा अवधि रिपोर्ट को ध्यान में रखते हुए लिखी जाये ।
- परीविक्षा अवधि रिपोर्ट में बिंदु क्रमांक 7(a) में प्राचार्य द्वारा Good/ Very Good/ Satisfactory उल्लेखित करना ही सुनिश्चित करें ।

शिकायत निवारण दिवस:-

केन्द्रीय विद्यालय संगठन, मुख्यालय के आदेश सं. एफ. 11014-1/2015/केविसं(एडमिन-1)पार्ट-1/ दिनांक 21.10.2015 के अनुपालन में प्रत्येक माह के द्वितीय शनिवार को शिकायत निवारण दिवस का आयोजन क्षेत्रीय कार्यालय के द्वारा निर्धारित स्थान पर प्रातः 11 बजे से शाम 4 बजे तक किया जाता है ।

- 1 शिकायत निवारण दिवस में कोई भी शैक्षिक/ गैर शैक्षिक कर्मचारी अपनी शिकायत/ समस्या रख सकता है ।
- 2 शिकायत को प्राचार्य के माध्यम से आना आवश्यक नहीं है ।
- 3 शिकायतकर्ता को प्राचार्य की अनुमति की आवश्यकता नहीं है ।
- 4 अधिकांश शिकायतें व्यक्तिगत दावा, मेडिकल बिल, यात्रा बिल, वरिष्ठ वेतनमान, वेतन निर्धारण आदि के संबंध में आती हैं । अतःइन विषयों पर प्रयास किया जाये कि नियमों की स्थिति को अध्ययन करके शैक्षिक / गैर शैक्षिक कर्मचारियों को पूर्व में ही स्थिति स्पष्ट की जाये ।
- 5 यथा संभव विद्यालय स्तरपर समस्या का समाधान किया जावे ।
- 6 कर्मचारियों को मासिक बैठक में बताया जाये कि एक-दो बार अपने आवेदन उचित माध्यम से प्रेषित करें यदि उनका समस्या का समाधान न हो तब ही शिकायत निवारण दिवस में जाये ।

अनाधिकृत (अवकाश) शिक्षा संहिता का अनुच्छेद 81 (डी):-

केन्द्रीय विद्यालय संगठन, क्षेत्रीय कार्यालय भोपाल के पत्र संख्या एफ. 28-1/2009-केविसं(बीपीएल) दिनांक 26/03/2009 के माध्यम से इस विषय पर पर्याप्त जानकारी प्रेषित की गयी है ।

किसी भी कर्मचारी के द्वारा बिना सूचना के 15 दिन से अधिक अनुपस्थित रहने की स्थिति में कर्मचारी के विरुद्ध कार्यवाही की जा सकती है । इस परिस्थिति में पहले नोटिस देना आवश्यक है । नोटिस के बाद निर्धारित अवधि में संतोषजनक जवाब न मिलने के अथवा कार्यभार ग्रहण नहीं करने पर कर्मचारी के पूर्ण विवरण के साथ उपायुक्त, क्षेत्रीय कार्यालय जो कि नियोक्ता अधिकारी है, उन्हें प्रकरण समस्त दस्तावेजों के साथ क्षेत्रीय कार्यालय की तरफ प्रेषित करना चाहिये ।

प्रोबेशन परीक्षा अवधि में 81 (डी) लागू नहीं होता है नियुक्ति पत्र की वर्णित शर्तों के अनुसार सेवा से नियोक्ता अधिकारी सेवा समाप्त कर सकता है ।

क्षेत्रीय कार्यालय को प्रेषित/ अग्रेषित किये जाने वाले पत्र:-

अक्सर देखा गया है कि विद्यालयों से पत्र आते हैं उनमें विषय तो लिखा होता है किंतु विवरण लिखते समय संबोधन में यह ध्यान नहीं रखा जाता है कि पत्र कि पत्र वरिष्ठ कार्यालय या वरिष्ठ अधिकारी को संबोधित किया जा रहा है। अतः पत्र की भाषा इस प्रकार संयमित हो कि यदि पत्र मुख्यालय की तरफ अग्रेषित किया जाये तब पत्र मर्यादित भाषा में दिखना चाहिये।

- 1 पत्र के विवरण में स्पष्ट होना चाहिये कि पत्र में आप क्या चाहते हैं।
- 2 सिर्फ संलग्न पत्र जो कि स्वतः स्पष्ट है लिखकर इतिश्री नहीं किया जाना चाहिए। पत्र पर प्राचार्य का उचित अभिमत/ अनुशंसा भी होना आवश्यक है।
- 3 पत्र आदेशात्मक या सुझावात्मक नहीं होना चाहिये।
- 4 पत्र की विषय वस्तु स्पष्ट होना चाहिये।
- 5 कभी-कभी यह भी देखा गया है कि शिक्षकों के आवेदन/ घोषणा पत्र विद्यालयके लेटर हेड में आते हैं। इस प्रकार की त्रुटि से बचना चाहिये।
- 6 किसी भी आवेदन को अग्रेषित करने के पूर्व देखना चाहिये कि क्या आवेदन नियमों के अनुसार है। यदि नहीं तब विद्यालय स्तर पर आवेदक को उचित सलाह देना चाहिए।

विद्यालय प्रबंधन समिति :-

- 1 प्राचार्य अपने विद्यालय की विद्यालय प्रबंधन समिति की वैद्यता की तिथि समाप्त होने के बाद तत्काल नवीनीकरण का प्रस्ताव क्षेत्रीय कार्यालय भेजें।
- 2 कुछ विद्यालयों से वैद्यता की तिथि समाप्त होने के बाद भी नवीनीकरण का प्रस्ताव क्षेत्रीय कार्यालय स्मरण पत्र जारी करने के बाद भी नहीं प्रेषित किया जाता है। संगठन के नियमानुसार ठीक नहीं है। अतः वैद्यता की तिथि समाप्त होने के पूर्व ही प्रस्ताव भेजा जाये।
- 3 आपके द्वारा समय से वि०प्र०स० के नवीनीकरण का प्रस्ताव प्रेषित नहीं करने के कारण लेखा संहिता के अनुसार आपके समस्त अध्यक्ष वि०प्र०स० से प्राप्त अनुमोदन शून्य हो सकते हैं, जो कि गंभीर अनियमितता की श्रेणी में आता है।
- 4 नवीनीकरण हेतु प्रेषित प्रस्ताव में यह ध्यान रखा जाये कि किसी भी सदस्य का कार्यकाल 02 सत्रों से अधिक न हो। शिक्षा संहिता के अध्याय के अनुसार कार्यवाही करना सुनिश्चित की जाये।
- 5 विद्यालय प्रबंधन समिति की नियमानुसार वर्ष में कुल 03 बैठक अवश्य आयोजित की जाये- 1 अगस्त 2 दिसम्बर 3 फरवरी
- 6 विद्यालय में आयोजित बैठक की जानकारी क्षेत्रीय कार्यालय को दी जाये एवं विद्यालय में बैठक की तिथि की योजना कैलेण्डर में लिख कर रखी जाए।

Departmental Inquiry in Nutshell

The various stages and sequential steps in the conduct of a departmental inquiry are as under :-

1. **Pre-charge sheet stage. (period - max. 3 months)**
 - i. Receipt of a recognisable complaint on the public servant
 - ii. Scrutiny of complaint
 - iii. Ordering investigation, if found justified
 - iv. Preliminary report to disciplinary authority about registration of complaint
 - v. Investigation by Investigator
 - vi. Report of investigator received
 - vii. Scrutiny of investigation report
 - viii. Submission of investigation report (IR) to disciplinary authority
 - ix. Scrutiny of IR by disciplinary authority & decision to issue charge sheet.
2. **Pre-inquiry Stage**
 - i. Issue of charge sheet to delinquent officer (2 to 3 weeks)
 - ii. Written statement of delinquent officer received
 - iii. Scrutiny of Written State of the CO and decision, thereon.
 - iv. Appointment of inquiry officer & presenting officer and forwarding relevant material to both, when decided to issue charge sheet under major penalty
 - v. Delinquent officer asked by disciplinary authority to nominate his defence assisting officer
 - vi. Delinquent officer (CO) nominates his DAO and advises disciplinary authority, Inquiry Officer and PO.
 - vii. Case Preparation by P.O.
 - viii. PO requests Inquiry Officer to fix date for preliminary inquiry
 - ix. Inquiry Officer issues summons for preliminary inquiry to PO, CO and DAO.
 - x. Inquiry Officer advises controlling authority to relieve DAO for inquiry
3. **Preliminary inquiry & opportunities to CO for case preparation leading to commencement of regular inquiry (max. 4 weeks)**
 - i. Preliminary inquiry
 - ii. Asking of three **mandatory** questions by IO – Received/Understood/Admit - Charges
 - iii. PO arranges inspection of original records by CO/DAO in respect of management documents submitted by him.
 - iv. CO submits list of defence documents/witness (additional documents & witness for the inquiry) to IO & PO.
 - v. Inquiry Officer(IO) scrutinizes the list and approves the documents/witnesses. IO sends advice to custodians for discovery of the additional documents for the inquiry.
 - vi. PO arranges for discovery/verification of defence documents
 - vii. Inquiry Officer fixes date for regular inquiry and sends summons to PO, CO, DAO and all witnesses (both listed & additional). Copies of the summons sent to the respective controlling authorities of PO, CO, DAO and individual witnesses.
4. **Regular Inquiry (1 to 2 weeks depending on number of witnesses to be examined)**
 - i. Regular inquiry starts
 - ii. PO files listed documents
 - iii. Listed management witnesses examined
 - iv. PO closes management case
 - v. CO files defence statement
 - vi. CO files additional documents
 - vii. Additional witness (Defence witnesses) examined
 - viii. CO offers his own testimony, else Inquiry Officer seeks mandatory clarification from CO of circumstances appearing against him.
 - ix. **Regular inquiry closes**
5. **Submission of report by Inquiry Officer (max. 4 weeks)**
 - i. PO submits his brief to Inquiry Officer and forwards copy to CO
 - ii. CO submits his brief
 - iii. IO scrutinizes the evidence in total and submits his report to disciplinary authority
6. **Action on inquiry report (2 to 3 weeks)**
 - i. Disciplinary authority forwards Inquiry Officer's report to CO for second time natural justice.
 - ii. CO forwards his submissions on the report of Inquiry Officer to the disciplinary Authority
 - iii. Disciplinary authority scrutinizes carefully the report of Inquiry Officer, submissions of the CO and the entire records of the inquiry.
 - iv. Disciplinary authority submits his orders

**ARTICLE 81(B) OF THE EDUCATION CODE FOR
KENDRIYA VIDYALAYAS.**

(B) **Termination of services of an employee found guilty of immoral behaviour towards students :**

Where the Commissioner is satisfied after such a summary enquiry as he deems proper and practicable in the circumstances of the case that any member of the Kendriya Vidyalaya is prima-facie guilty of moral turpitude involving sexual offence or exhibition of immoral sexual behaviour towards any student, he can terminate the services of that employee by giving him one month's or three month's pay and allowances accordingly as the guilty employee is temporary or permanent in the service of the Sangathan. In such cases, procedure prescribed for holding enquiry for imposing major penalty in accordance with CCS (CCA) Rules, 1965 as applicable to the employees of the Kendriya Vidyalaya Sangathan, shall be dispensed with, provided that the Commissioner is of the opinion that it is not expedient to hold regular enquiry on account of embarrassment to student or his guardians or such other practical difficulties. The Commissioner shall record in writing the reasons under which it is not reasonably practicable to hold such enquiry and he shall keep the Chairman of the Sangathan informed of the circumstances leading to such termination of services.

Note: Wherever and as far as possible, a summary inquiry in the complaint of immoral behaviour by a teacher towards the students of Kendriya Vidyalayas may be got investigated by

the Complaints Redressal Committees constituted in the Regional offices.

(C) **Appeal :**

(i) **Appellate Authority** – An employee of the Sangathan who has ceased to be in Kendriya Vidyalaya Sangathan services by virtue of an order passed against him under Article 81 (b) of the Education Code, may prefer an appeal against the aforesaid order to the Vice-Chairman, KVS.

(ii) **Period of Limitation of Appeals** – No appeal preferred under this article shall be entertained unless it is preferred within a period of 45 days from the date on which a copy of the order appealed against is delivered to the appellant;

Provided that the Appellate Authority may entertain the appeal after the expiry of the said period, if the authority is satisfied that the appellant had sufficient cause for not preferring the appeal in time.

(iii) **Form and Contents of Appeal** – Form and contents of the appeal shall be the same as prescribed under the CCS (CCA) Rules, 1965, and applicable under this article.

(iv) **Consideration of Appeal** – In the case of an appeal under this article, the Appellate Authority shall consider whether in the light of the provisions of Article 81 (b) of the Education Code and having regard to the circumstances of the case, the order of termination is justified or not and confirm or revoke the order accordingly.

The Appellate Authority shall consider the following and pass orders confirming or setting aside the order of termination passed under Article 81 (b) :-

(a) Whether the requirement laid down under Article 81

Article 81

- (b) Whether the order of the Commissioner is warranted by the material on the record
- (v) **Implementation of Orders in Appeal** – The Authority which made the order appealed against shall give effect to the order passed by the Appellate Authority.
- (vi) **Finality of Order Passed in Appeal** – The order of the Appellate Authority made under this Article shall be final and shall not be called into question by way of any further application / petition for revision, review, etc.

- Note: 1. The above orders for appeal are effective from 1st January, 1999 and shall apply to those cases only where the order of termination was issued on or after 1.1.1999. Appeal against the termination orders issued prior to 1.1.1999 will not be entertained, being not maintainable.
2. If such an employee terminated from the services of the Kendriya Vidyalaya Sangathan preferring an appeal to the Vice-Chairman, Kendriya Vidyalaya Sangathan and having been re-instated in service upon consideration of the facts and circumstances of the case, and has consequently been given a posting at a hard station, his request for change in the place of posting in both intra and inter-station transfers may not be considered before the completion of five years' stay in the Vidyalaya.

Telegraphic Address
SATARKTA, New Delhi

Mail Address
nvigil@nic.in

Website
www.cvc.nic.in

PABX
4600200

Telex / Fax : 24651186



केन्द्रीय सतर्कता आयोग
CENTRAL VIGILANCE COMMISSION



सतर्कता भवन, जी.पी.ओ. कॉम्प्लैक्स,
ब्लॉक-ए, आई.एन.ए., नई दिल्ली-110023
Satarkta Bhawan, G.P.O. Complex,
Block A INA, New Delhi 110023

सं./No. 98/DSP19 / 266761
25th November, 2014

दिनांक / Dated.....

Circular No. 07/11/2014

Subject: Action on anonymous / pseudonymous complaints.

The Commission had vide its circular Nos. 3(v)/99/2 dated 29th June, 1999 and of even number dated 31st January, 2002 prescribed that no action should be taken on any anonymous or pseudonymous complaints. However, an enabling provision was made subsequently, vide circular of even number dated 11th October, 2002, that if any, verifiable facts contained in such complaints are proposed to be looked into, prior concurrence of the Commission is required to be taken by the departments / organizations.

2. The Commission has reviewed the matter and considering all aspects, would prescribe that no action should be taken on anonymous / pseudonymous complaints by Ministries / Departments / Organisations in line with its earlier instructions dated 29th June, 1999 and 31st January, 2002 and such complaints should be filed. Commission's circular of even number dated 11th October, 2002 stands withdrawn with immediate effect. Accordingly, Para 3.8.1 of Chapter -III of Vigilance Manual (Volume-I - Sixth Edition, 2004) would stand modified to that extent.

*Circulate to all
Officers of KVS (egs), RDi etc
for info. & action.
A/C (KVS)
4/11/14*

J. Vinod Kumar
(J. Vinod Kumar)
Officer on Special Duty

To

1. All Secretaries in Ministries/Departments to the Government of India
2. All Chief Vigilance Officers in the Ministries / Departments / Public Sector Undertakings / Public Sector Banks / Insurance Companies / Societies and other Local Authorities.

04 DEC 2014

67/cvc/bdc/acm

के.वि.सं. अनुभाग अधिकारी (सतर्कता),
KVS SO (Vigilance)
- 5 DEC 2014
डायरी संख्या / Dy. No. 1351/4

*A.R.K.M.
4/11/2014*

केन्द्रीय विद्यालय का नाम.....

केन्द्रीय विद्यालय संगठन, क्षेत्रीय कार्यालय,

सामान्य नियमों में शिथिलता प्रदान करते हुए संस्वीकृति प्रदान करने बाबत चिकित्सा दावों के साथ संलग्न कर के 0वि0सं0 मुख्यालय प्रेषित किए जाने हेतु चैक-लिस्ट

स.क.	विवरण	अभ्युक्ति
1.	कर्मचारी का नाम-श्री/श्रीमती/कु पदनाम	
2.	केन्द्रीय विद्यालय का नाम	
3.	के.वि. में दावा प्राप्त होने की तिथि	
4.	क्षे0का0 में दावा प्राप्त होने की तिथि	
5.	पति/पत्नि के विभाग का नाम एवं पता, यदि कार्यरत हों तो	
6.	क्या पति/पत्नी को कोई चिकित्सा भत्ता/प्रतिपूर्ति उनके विभाग से प्राप्त हो रही है ?	
7.	क्या इस इलाज के बदले किसी अन्य स्रोत या एलआईसी आदि से प्रतिपूर्ति प्राप्त हुई है ?	
8.	क्या मरीज कर्मचारी पर पूरी तरह निर्भर है, यदि हाँ तो क्या इस आशय का घोषणा-पत्र अभिलेख में है अथवा नहीं ?	प्रमाणित प्रति पृष्ठ क.....पर संलग्न है ।
9.	निजि चिकित्सालय में इलाज लेने के कारणों की परिस्थितियाँ स्पष्ट करते हुए कर्मचारी का लिखित प्रतिवेदन(पृथक पृष्ठ पर)	पृष्ठ क..... पर संलग्न है ।
10.	क्या सी.एस.32(चिकित्सा व्यय वापसी दावा हेतु आवेदन) संलग्न है अथवा नहीं ?	
11.	अस्पताल द्वारा जारी आकस्मिकता का प्रमाण-पत्र	पृष्ठ क..... पर संलग्न है ।
12.	अस्पताल द्वारा जारी डिस्चार्ज प्रमाण-पत्र	पृष्ठ क..... पर संलग्न है ।
13.	बीमारी का नाम एवं इलाज की अवधि	बीमारी..... अवधि.....
14.	बीमारी के स्थल से शासकीय अस्पताल की दूरी	कि0मी0.....
15.	बीमारी के स्थल से जहाँ इलाज लिया गया है, उस अस्पताल की दूरी	कि0मी0.....
16.	दावे की राशि	रु0.....
17.	उस अवधि के लिए लागू एवं सीजीएचएस अनुसार अनुमोदित दरों के आधार पर लेखा परीक्षा एवं लेखा अधिकारी/सहा0आयुक्त द्वारा प्री-आडिट उपरांत भुगतान हेतु पात्रता राशि(नियम उद्धरण के साथ CGHS की दरों की प्रति भी संलग्न की जाए)	रु0.....
18.	क्या अस्पताल सीजीएचएस द्वारा मान्यता प्राप्त है, यदि हाँ तो कृप्या प्राधिकारी द्वारा जारी आदेश/पत्र की प्रति संलग्न करें ।	
19.	नियमानुसार प्रकरण की प्रमाणिकता एवं पात्रता के संदर्भ में प्राचार्य की अनुशंसा	
20.	उपायुक्त की अनुशंसा	(अग्रोषण पत्र में उद्धृत की जाए)

शिक्षक/कर्मचारी के हस्ताक्षर

उपायुक्त

प्राचार्य के हस्ताक्षर

आवेदन/Form

सी0सी0एस(आचरण)नियमों-1964 के नियम-18 के अंतर्गत अपेक्षित चल/अचल संपत्ति के लेन-देन/प्रस्तावित सौदों (मकान के निर्माण और अतिरिक्त निर्माण/परिवर्तन से कोई अन्य) की सूचना /सक्षम प्राधिकारी की स्वीकृति हेतु दूरसंचार विभाग(पी एण्ड टी)(बोर्ड) द्वारा विहित प्रपत्र ।

Form prescribed by the Department of Communications(P&T)(Board) for intimation/seeking sanction of competent authority in respect of transactions proposed transactions in immovable/movable property(other than for building or additions and alterations to a house) as required under rule-18 of the CCS(Conduct) Rules,1964.

1.सरकारी कर्मचारी का नाम(स्पष्ट अक्षरों में) Name of the Government Servant(in block letters)	
2. सरकारी सेवा में शामिल होने की तिथि Date of joining Govt.service	
3क)मूल पद/कोटी /Substantive grade/post ख)स्थायीकरण की तिथि/Date of confirmation ग)वेतनमान /Scale of pay घ)मूल पद वेतन /Substantive pay	
4.क)स्थानापन्न कोटि/पद यदि कोई वर्तमान में धारण किया हो Officiating grade/post held at present if any ख)वह तिथि जब से वर्तमान पद/कोटिमें लगातार स्थानापन्न कर रहे हैं /Date from which continuously officiating in the present grade/post ग)वेतनमान/Scale of pay घ)वर्तमान वेतन/Present pay drawn	
5.क्या यह आवेदन/सूचना संपत्तिके अर्जन/निपटान के संबंधमें है तथा संपत्तिका प्रकार क्या है ? Whether the application/intimation is in respect of acquisition/disposal of property and what is the nature of property?	
6.यदि संपत्ति का पहले से अर्जन/निपटान कर लियागया है तो उसके लेन-देन की वास्तविक तिथि If the property has already been acquired/disposed-off,the actual date of the transaction.	
7.यदि अचल संपत्तिहै ,तो:-In the case of immovable property क)तत्संबंधी स्थान का पूर्ण विवरण उदाहरणार्थ,गृहसंख्या,मार्ग/गाँव/तालुक/जिला तथा प्रान्त जहाँ स्थित है । Full details about its location viz.Municipal No./Street/Village,Taluk Dist.&State in which situated. ख)यदि कृषि योग्य भूमि,शुष्क अथवा उद्यान भूमि है,तो उस संपत्ति का पूर्ण विवरण Description of the property,in the the case of cultivative land,dry or	

<p>ग)क्या प्रार्थी की पूर्ण संपत्ति में रुचि है या आंशिक में है,यदि आंशिकमेंहै तोतत्संबंध में विस्तार से उल्लेख करें ?</p> <p>Whether the applicant's interest in the property is in full or in part.(in case of partial interest,the extent of such interest must be indicated.)?</p> <p>घ)क्या कब्जा धारित है अथवा पट्टा धारित?Whether free hold or lease hold?</p> <p>ड.)अर्जन/निपटानकाप्रकार(खरीद,बिक्री,उपहार,बन्धक ,पट्टा अथवा कोई अन्य)</p> <p>Mode of acquisition/disposal(Purchase sale,gift,mortgage,lease or otherwise)</p>	
<p>8.यदि चल संपत्ति है, तो</p> <p>क)संपत्ति का विवरण(उदाहरणार्थ: कार/स्कूटर/मोटरसाईकल/रेडियो/जवाहरात/रेफ्रिजरेटर /ऋण/बीमा-पॉलिसी इत्यादि,बनावट,प्रतिरूप(जहाँ आवश्यक हो,वहाँ वाहन का पंजीयन क्रमांक लिखें)</p> <p>In case of movable property</p> <p>a)Description of the property (e.g.Car/Scooter/MotorCycle/Refrigerator/Radio/Radiogram/Jwellery/ Loans/Insurance Policies etc.,Make,model(and also registration no. case of vehicles where necessary)</p>	
<p>9.नवीन संपत्ति की बिक्री/खरीद राशि (उपहार के मामले में बाजार की कीमत लिखें)Sale/purchase price of the new property (Market Value in the case of gift)</p>	
<p>10.संपत्तिअर्जन के मामले में वहस्रोत अथवा स्रोतोंजिसके द्वारा वित्त की व्यवस्था / वित्त की व्यवस्था प्रस्तावित की गई ।</p> <p>क)व्यक्तिगत बचत</p> <p>ख)अन्य स्रोत,पूर्ण विवरण देते हुए</p> <p>In case of aquisition,source or sources from which financed/proposed to be financed.</p> <p>a)Personal Savingsb)Other sources giving details</p>	
<p>11संपत्ति के निपटान के मामले में क्या उसके अर्जन की आवश्यक स्वीकृति/सूचना प्राप्त की थी/दी थी (तत्संबंधी मंजूरी/पावती की एक प्रतिसंलग्न की जानी चाहिए)</p> <p>In the case of disposal of Property was requisite sanction/intimation obtained/given for its acquisition(A copy of the sanctioned/acknowledgement should be attached)</p>	
<p>12.क)उस समूह/पक्ष का नाम और पता जिससे सौदा हुआ है /होना प्रस्तावित है</p>	

<p>ख)क्या पक्ष का आवेदक से कोई संबंध है,यदि है तो वह संबंध लिखें</p> <p>ग)क्या आवेदक का अपने विभागीय क्षमता में किसी भी समय पार्टी से कोई लेनदेन हैअथवा आवेदक भविष्य में उससे कोई व्यवहार करने वाला है?</p> <p>a) Name & address of the party with whom transaction is proposed to be made/has been made.</p> <p>b) Is the party related to the applicant?If so,state the relationship.</p> <p>c) Did the applicant have any dealings with the party in his official capacity at any time or is the applicant likely to have any dealings with him in the near future?</p>	
<p>13.क्या लेनदेननियमितअथवा प्रतिष्ठित डीलर से किया गया है /कियाजाना है यदि ऐसा है,तो डीलरका पूरा नाम और पता</p> <p>Was /it the transaction made/proposed to be made through a regular or reputed dealer?If so,full name and address of the dealer?</p>	
<p>14 तत्संबंध में अन्य कोई सूचना जिसे आवेदकयहाँउल्लेख करनाचाहता है ।Any other relevant facts which the applicant may like to mention.</p>	

घोषणा/Declaration

मैं ----- एतद् द्वारा यह घोषणाकरता/करती हूँ कि उपरोक्त दिया गया विवरण सत्य है ।मैं यह निवेदनकरताहूँ कि मुझे उपरोक्त वर्णित संपत्ति के पक्ष से/को जिसका नाम मद संख्या 12 में दिया गया है,के अर्जन/निपटान की अनुमति दी जाए।

I,----- hereby declare that the particulars given above are true.I request that I,may be given/permission to acquire/dispose off property as described above from/to the party whose name is mentioned in item 12 above.

Or/अथवा

मैं----- डीलर के द्वारा जिसका पता मद संख्या 13 में दिया गया है,अपने संपत्ति के अर्जन/निपटान की एतद् द्वारा सूचना देता/देती हूँ ।मैं यह भी घोषणा करता/करतीहूँ कि उपर्युक्त दिया गया विवरण सत्य है ।

I,----- hereby intimate the acquisition /dispose off property by me as detailed through the dealer whose address is furnished against item 13.I declare that the particulars given above are true.

दिनांक/Date -----

आवेदक के हस्ताक्षर/Signature of the applicant

चल/अचल संपत्ति क्रय/निर्माण करने के संबंध में
बैंक/संस्थानों/व्यक्तियों/रिश्तेदारों(अन्य स्रोत) से लिए गए ऋण का विवरण

[To be submitted with the prescribed application format for intimation/seeking sanction of the competent authority i/r/o transactions/proposed transaction in immovable/movable property as required under rule 18 of CCS(Conduct Rules, 1964)]

केन्द्रीय विद्यालय.....

फा.क्रमांक.....

दिनांक.....

1.	आवेदक- शिक्षक/कर्मचारी का नाम एवं पदनाम					
2.	विचाराधीन संपत्ति का विवरण (प्लॉट/मकान क्र., पता एवं साइज)					
3.	संपत्ति का लिखित/वैध क्रय मूल्य					
4.	संपत्ति क्रय करने के संबंध में राशि/वित्त व्यवस्था का विवरण					
(a)	व्यक्तिगत बचत					
(b)	अन्य स्रोत - (यदि पारिवारिक सदस्यों/रिश्तेदारों/अन्य व्यक्तियों से वित्त व्यवस्था का वर्णन है तो उनका विवरण एवं उनकी आय का स्रोत दर्शाया जाए)					
5.	अन्य स्रोतों/बैंक से ऋण के संबंध में विवरण :-					
	ऋण देने वाले बैंक/LIC/संस्थान/व्यक्ति का नाम एवं पता	ऋण स्वीकृत आदेश/अनुबंध क्र. एवं तिथि	ऋण खाता क्रमांक	ऋण अवधि	ऋण राशि ₹	ऋण पुनर्भुगतान का विवरण मासिक किश्त कुल किश्त @
	1.	2.	3.	4.	5.	6. 7.

हस्ताक्षर.....

घोषणा-पत्र

मैं.....एतद् द्वारा घोषणा करता हूँ कि उपर्युक्त दर्शाए विवरण सत्य एवं सही हैं। यह घोषणा पत्र मैं ऊपर दर्शाई गई विचाराधीन संपत्ति की सूचना की पावती के संदर्भ में मेरे निर्धारित आवेदन पत्र दिनांक..... के साथ प्रस्तुत कर रहा हूँ। किसी तथ्य के गलत पाए जाने पर नियमानुसार कार्रवाई के लिए बाध्य रहूँगा। उपर्युक्त ऋण दस्तावेजों की संबंधित प्रतियां मांगे जाने पर प्रस्तुत करने का वचन देता हूँ।

इस प्रकरण में बैंक, एल०आई०सी० एवं रिश्तेदारों आदि से ऋण हेतु अथवा किसी पारिवारिक विवाद इत्यादि में के०वि०सं०/केन्द्रीय विद्यालय की कोई जिम्मेदारी नहीं होगी।

स्थान

दिनांक.....

हस्ताक्षर.....

पदनाम.....

प्राचार्य/प्रभारी प्राचार्य के हस्ताक्षर

नाम, पदनाम एवं सील

Form 3
Form for Application for Advance from General Provident Fund/Contributory Provident Fund

1. Name of the subscriber
2. Account Number (with Departmental suffix) ...
3. (i) Designation
(ii) Section/Branch
4. Basic Pay/ (Pay in the Pay Band+Grade Pay)
5. Balance at credit of the subscriber on the date of application (if known)
6. Whether any advance is outstanding, if so, the purpose for which advance was taken:
7. Amount of advance required ₹
8. (a) Purpose for which the advance is required ...
(b) If advance is sought for House Building, etc., following information may be given:-
 - (i) Location and measurement of the plot ...
 - (ii) Whether plot is freehold or on lease ...
 - (iii) Plan for construction ...
 - (iv) If the flat or plot being purchased is from a Group Housing Society, the name of the Society, the location and measurement, etc. ...
 - (v) Cost of construction ...
 - (vi) If the purchase of flat is from DDA or any other State/city Development authority or any Housing Board or any other Government agency, the location, Dimension etc., may be given ...
- (c) If advance is required for education of children, following details may be given:-
 - (i) Name of the son/daughter ...
 - (ii) Class and Institution/College where studying
 - (iii) Whether a day-scholar or a hostler ...

(d) If advance is required for treatment of ailing member(s) of family, following details may be given:-

- (i) Name of the patient and relationship ...
- (ii) Name of the Hospital/Dispensary/
Doctor where the patient is undergoing
Treatment ...
- (iii) Whether outdoor/indoor patient ...
- (iv) Whether reimbursement available or not ...

Note:- In case of advance under 8 (c) to 8 (e), no certificate or documentary evidence is required.

9. Number of monthly instalments in which the consolidated advance (total of items 6 and 7) is proposed to be repaid instalments

- 10. (i) Special reasons for the advance if it is in excess of the limit laid down in rule 12 (1) or if there is an advance outstanding as on the date of application
- (ii) Special circumstances if the advance is applied for the reasons other than those mentioned in rule 12 (1)

I certify that particulars given above are correct and complete to the best of my knowledge and belief and that nothing has been concealed by me.

Signature of Applicant

Dated:

Part II
(To be filled in by the Drawing & Disbursing Officer)

1. Balance at credit of the subscriber on the date of application is given below:-
- | | | |
|-------|---|---------|
| (i) | Closing balance as per statement for
the year..... | ₹ |
| (ii) | Credit from..... to on
account of monthly subscription | ₹ |
| (iii) | Refunds ... | ₹ |
| (iv) | Amount of advance outstanding ... | ₹ |
| (v) | Withdrawals during the period from.....
to..... | ₹ |
| (vi) | Net balance at credit ... | ₹ |
2. Purpose for which advance was taken earlier.

(Signature)
Name and Stamp of Drawing and Disbursing Officer

Part III
(To be filled by the Administrative Office)

Comments/recommendations/orders on the application for advance from Provident Fund

(Signature)

Form 4

Pro forma for application for withdrawal from General Provident Fund/Contributory Provident Fund

1. Name of the subscriber
2. Account Number (with Departmental suffix)
3. (a) Designation
(b) Section/Branch
4. Basic Pay/ (Pay in the Pay Band+Grade Pay)
5. Date of joining service
6. Date of superannuation
7. Balance at credit of the subscriber on the date of Application
8. (a) Amount required as withdrawal
(b) Is the application made under rule 15 (1) (C), that is, one year before the date of superannuation Yes/No
(c) If no, purpose for which the withdrawal is required
9. Whether any withdrawal was taken for the same purpose earlier. If so, indicate the amount and the year

Dated:

Signature of Applicant
Name

Part II
(To be filled in by the Head of Office)

1. Balance at credit of the subscriber on the date of application is given below:-

- | | |
|--|--------|
| (i) Closing balance as per statement for the year |₹ |
| (ii) Credit from..... to on
account of monthly subscription |₹ |
| (iii) Refunds |₹ |
| (iv) Amount of Advance outstanding |₹ |
| (v) Withdrawals during the period from.....
to..... |₹ |
| (vi) Net balance at credit ... |₹ |

2. Purpose for which advance was taken

3. It is certified that the amount of withdrawal exceeds/does not exceed six months pay of the applicant Or half the amount at his/her credit / subscription in the Fund Account, whichever is less / three-fourths of the amount of the credit / subscription of the applicant in the Fund Account.

4. It is certified that the applicant is within 10 years of his retirement on superannuation / has completed years of his Government service on

5. It is also certified that the total amount drawn, including the withdrawal from the Provident Fund, from all Government sources by the applicant for house building purposes does not exceed the maximum limit prescribed from time to time under rules 2 (a) and 3 (b) of the Scheme of the Ministry of Works and Housing for grant of advances for house building purposes.

Note: Strike-out which is not relevant.

(Signature)
Name and Stamp of Drawing and Disbursing Officer

Part III
(To be filled by the Administrative Office)

Comments/recommendations/orders on the application for withdrawal from Provident Fund

(Signature)

केन्द्रीय विद्यालय.....

पासपोर्ट प्राप्त करने के लिए 'अनापत्ति प्रमाण पत्र' हेतु आवेदन

- 1 विद्यालय का नाम
- 2 आवेदक का नाम
एवं पदनाम
- 3 कर्मचारी कोड
- 4 केन्द्रीय विद्यालय संगठन में कार्यभार ग्रहण करने की तिथि
- 5 वर्तमान पद पर कार्यभार ग्रहण की तिथि
- 6 क्या स्थायी/ अस्थायी हैं।
- 7 यदि स्थायी हैं तो, स्थायी होने की तिथि एवं पद जिस पर स्थायी किए गए हैं।
- 8 पासपोर्ट प्राप्त करने का कारण

घोषणा - पत्र

- 1 मैं,एतद द्वारा घोषणा करता/करती हूँ कि सक्षम प्राधिकारी की पूर्व अनुमति प्राप्त किए बिना मैं देश नहीं छोड़ूंगा/छोड़ूंगी।
- 2 मैं पूर्व अनुमति प्राप्त किए बिना विदेश यात्रा नहीं करूँगा/करूँगी।
- 3 मैं ग्रीष्मकालीन/शरदकालीन/शीतकालीन अवकाश के दौरान विदेश यात्रा की योजना बनाऊँगा/बनाऊँगी अथवा यदि आवश्यक हुआ तब मुझे देय प्रकार के अवकाश की पूर्व स्वीकृति हेतु मैं आवेदन करूँगा/करूँगी।
- 4 मैं किसी सिविल/अपराधिक प्रकरण में सम्मिलित नहीं हूँ।
- 5 वर्तमान में मेरे विरुद्ध कोई अनुशासनात्मक प्रकरण लंबित अथवा विचाराधीन नहीं है।

शिक्षक/कर्मचारी के हस्ताक्षर
(पदनाम एवं तिथि के साथ)

प्राचार्य की अनुशंसा

- 1 श्री/श्रीमती/कु०..... दिनांक..... के प्रभाव से (पदनाम).....के पद पर मूलतः स्थाई/अस्थायी रूप से कार्यरत हैं।
- 2 उनके विरुद्ध कोई अनुशासनात्मक प्रकरण लंबित अथवा विचाराधीन नहीं है।
- 3 श्री/श्रीमती/कु०..... को पासपोर्ट प्राप्त करने के लिए 'अनापत्ति प्रमाण पत्र' जारी करने/नहीं करने की अनुशंसा की जाती है।

प्राचार्य के हस्ताक्षर
केन्द्रीय विद्यालय

विदेश जाने के लिए अनापत्ति प्रमाण-पत्र जारी करने का आवेदन

पार्ट-ए

केन्द्रीय विद्यालय.....

1	नाम एवं पदनाम	
2	कर्मचारी कोड	
3	केन्द्रीय विद्यालय संगठन में कार्यभार ग्रहण करने की तिथि, पदनाम सहित	
4	वर्तमान पद पर कार्यभार ग्रहण की तिथि	
5	क्या स्थायी/ अस्थायी हैं यदि स्थायी हैं तो स्थायी होने की तिथि एवं पद जिस पर स्थायी किए गए हैं।	
6	विदेश यात्रा का उद्देश्य	
7	देशों/स्थानों के नाम जहाँ यात्रा की जानी है	
8	विदेश में रहने की अवधि	
9	पत्राचार का पता	
10	क्या पासपोर्ट प्राप्त करने के लिए सक्षम अधिकारी से अनापत्ति प्राप्त कर ली गई है, यदि हां तो पासपोर्ट प्राप्त करने की अनुमति का पत्र क्रमांक एवं तिथि	
11	यात्रा के लिए अवकाश की अवधि एवं प्रकार	

दिनांक

आवेदक के हस्ताक्षर

घोषणा - पत्र

- 1 -----(दिश का नाम जहाँ कर्मचारी यात्रा करना चाहता है)में रहने के दौरान मैं किसी प्रकार के व्यवसाय / संविदा / रोजगार आदि में लाभ प्राप्त करने के उद्देश्य से शामिल नहीं रहूँगा/रहूँगी।
- 2 यह कि मैं ----- रहने के दौरान अपने आचरण एवं ईमानदारी के प्रति सजग रहूँगा/रहूँगी।
- 3 यह कि मैं विदेशी मुद्रा में भुगतान नहीं करूँगा और मेरे द्वारा किए जाने वाले समस्त भुगतान भारतीय मुद्रा में होंगे।
- 4 यह कि मेरे क्रियाकलाप किसी भी तरह से भारत के सम्मान को कम करने का कारण नहीं बनेंगे।
- 5 यह कि मैं स्वीकृत अवकाश की समाप्ति के तुरंत बाद अपने कर्तव्य पर उपस्थित हो जाऊँगा/ जाऊँगी और किसी भी परिस्थिति में अवकाश बढ़ाने का आवेदन नहीं करूँगा/ करूँगी। यदि मैं उपर्युक्त वर्णित अवकाश की समाप्ति के बाद अपने कर्तव्य पर उपस्थिति नहीं हो पाता/पाती हूँ तो मैं अपने वर्तमान पद को छोड़ दूँगा/दूँगी और अपने उस पद का दावा नहीं करूँगा/ करूँगी।

आवेदक के हस्ताक्षर

प्रमाण-पत्र

- 1 प्रमाणित किया जाता है कि श्री/श्रीमती/कुमारी.....दिनांकसे पदनाम.....पर स्थाई/अस्थायी रूप से कार्यरत हैं।
- 2 आवेदन में वर्णित जानकारी की जाँच सेवा दस्तावेज से कर ली गई तथा जानकारी सही पाई गई है।
- 3 पिछले 10 वर्षों में श्री/श्रीमती/कु.----- के विरुद्ध किसी प्रकार का अनुशासनात्मक प्रकरण लंबित अथवा विचाराधीन नहीं है।
- 4 पासपोर्ट प्राप्त करने/ विदेश जाने की अनुमति प्रदान करने की अनुशंसा की जाती है।
- 5 यदि अनुमति प्रदान की जाती है तो आवेदन में वर्णित अवकाश की स्वीकृति प्रदान कर दी जाएगी। तथा बिना किसी एवजी(substitute)के विद्यालय/कार्यालय का कार्य सुचारु रूप से संपादित करवाए जाने की व्यवस्था की जाएगी।

प्राचार्य के हस्ताक्षर
केन्द्रीय विद्यालय -----

विदेश जाने के लिए अनापत्ति प्रमाण-पत्र जारी करने हेतु आवेदन के साथ प्रस्तुत किए जाने वाला पार्ट-बी

01. नाम:-

02. पदनाम:-

03. वेतन:-

04. कार्यालय/केवि.का नाम:-

05. पासपोर्ट नं:-

06. विदेश यात्रा का विवरण:-

विदेश में रहने की अवधि		देशों/स्थानों के नाम जहाँ यात्रा की जानी है	यात्रा का उद्देश्य	यात्रा का कुल अनुमानित व्यय	भुगतान का स्रोत	अभ्युक्ति
से	तक					

07. पिछले एक वर्ष के दौरान की गई विदेश यात्रा का विवरण, यदि कोई हो तो, निम्नानुसार दें-

पूर्व में विदेश में रहने की अवधि		देशों/स्थानों के नाम जहाँ यात्रा की गई	यात्रा का उद्देश्य	यात्रा का कुल व्यय	भुगतान का स्रोत	अभ्युक्ति
से	तक					

दिनांक:-

आवेदक के हस्ताक्षर

नाम एवं पदनाम.....

के0वि0.....

केन्द्रीय विद्यालय.....

विवाह उपरांत नाम परिवर्तन हेतु चेकलिस्ट

1.	आवेदक का पूरा नाम एवं पदनाम	
2.	वांछित परिवर्तित नाम	
3.	केन्द्रीय विद्यालय संगठन में नियुक्ति पर प्रथम बार किस दिनांक को, किस विद्यालय में एवं किस पद पर कार्यभार ग्रहण किया	
4.	वर्तमान केन्द्रीय विद्यालय का नाम एवं कार्यग्रहण की दिनांक	
5.	आवेदक की जन्म तिथि एवं जाति (अनुसूचित जाति/जनजाति/पिछड़ा वर्ग/सामान्य वर्ग)	
6.	क्या विकलांग श्रेणी में हैं	
7.	आवेदक का धर्म (नियुक्ति के समय) हिन्दु/सिक्ख/ईसाई/मुस्लिम/अन्य आदि	
8.	पूर्व पति का नाम एवं जाति (अनुसूचित जाति/जनजाति/पिछड़ा वर्ग/सामान्य वर्ग)	
9.	पूर्व पति के स्वर्गवास की दिनांक एवं सेवापुस्तिका में प्रविष्टि की सत्यापित छायाप्रति (मृत्यु प्रमाणपत्र की सत्यापित छायाप्रति सहित)	
10.	आवेदक का केविसं की सेवा में आने के पूर्व का नाम	
11.	पूर्व में यदि नाम परिवर्तित किया गया हो, तब परिवर्तित नाम एवं आदेश संख्या एवं दिनांक	
12.	वर्तमान में सेवापुस्तिका के अनुसार संतान/निर्भर पारिवारिक सदस्यों का विवरण	
13.	विवाह/पुनर्विवाह की तिथि	
14.	वर्तमान पति का पूरा नाम एवं जाति (अनुसूचित जाति/जनजाति/पिछड़ा वर्ग/सामान्य वर्ग)	
15.	वर्तमान पति का व्यवसाय, पूरा पता एवं फोटोयुक्त परिचय पत्र की सत्यापित छायाप्रति संलग्न करें	
16.	आवेदक का जीपीएफ/सीपीएफ/एनआरडीसी/प्राण नं. एवं के.वि.सं. की कर्मचारी संख्या	
17.	क्या आवेदक द्वारा शिक्षा संहिता के अनुच्छेद-77 के अनुसार आवश्यक दस्तावेज प्रस्तुत किए हैं	

दिनांक :

स्थान :

कर्मचारी/शिक्षक के हस्ताक्षर

प्राचार्य के हस्ताक्षर एवं सील

केन्द्रीय विद्यालय संगठन, क्षेत्रीय कार्यालय, भोपाल

PROFORMA for Sr.Scale

केन्द्रीय विद्यालय.....

दिनांक 31.03.2018 को सेवा के बारह वर्ष पूर्ण करने वाले शिक्षको के विवरण

क्रमांक	शिक्षक का नाम	पदनाम एवं विषय	शैक्षणिक योग्यता	वर्तमान पद पर नियमित रूप से कार्यभार ग्रहण करने की तिथि	क्या शिक्षक के विरुद्ध कोई अनुशासनात्मक कार्यवाही लंबित या विचाराधीन है। यदि हाँ तो पूर्ण विवरण आवश्यक कागजात के साथ प्रेषित करें	क्या शिक्षक को पिछले 10 वर्षों के दौरान कोई पेनाल्टी दी गई है यदि हाँ तो तत्संबंधी आदेश की छायाप्रति संगलन करें	सेवाकालीन प्रशिक्षण शिविर में भाग लेने का विवरण			वरिष्ठ वेतनमान में देय तिथि में पिछले बारह वर्षों के दौरान शिक्षक / शिक्षिका की अनधिकृत अनपस्थिति जिसे अकार्य दिवस घोषित किया गया हो तो विवरण एवं आदेश की प्रति संलग्न करें।	पिछले सात वर्षों के दौरान विद्यालयों में पदस्थ रहे विद्यालय का नाम एवं अवधि दर्शाएँ।
							से	तक	के. वि. / डीट का नाम		
1	2	3	4	5	6	7	8	9	10	11	12

निर्णयित किया जाता है कि उक्त विवरणों की जांच संबंधितों के सेवा अभिलेख से कर ली गई है। एवं निर्धारित तिथि को वरिष्ठ वेतनमान स्वीकृति संबंधी अन्य भी प्रकरण शेष नहीं है।

प्राचार्य के हस्ताक्षर एवं सील

CHECK LIST for proposal for sanction of **Senior Scale** to teachers of KVs**DUE DATE for Senior Scale_w.e.f.** _____

1.	Seniority No. as on.....				
2.	Name of Teacher (Copy of first page of Service Book i.e. bio-data is enclosed)				Encl.at Page No. ___
3.	Employee Code				
4.	Present post with subject				Encl.at Page No. ___
5.	Educational Qualifications (Copy of front & backside of mark-sheets of all the years of graduation/PG/B.Ed is enclosed)				Encl.at Page No. ___
6.	Date from which the present post is held on regular basis				Encl.at Page No. ___
7.	Present Pay : Level in the Pay Matrix/ Pay Band +GP				
8.	Date of initial appointment on regular basis, designation. (Copy of relevant page of Service Book is enclosed)				Encl.at Page No. ___
9.	Whether appointed on regular or trial basis on initial appointment?(Relevant order is enclosed)		Regular/Trial		Encl.at Page No. ___
10.	If appointed on trial basis date of regularisation. (if so copy of concerned pages of service book is enclosed)				Encl.at Page No. ___
11.	Whether any disciplinary case is pending or contemplated against the teacher? (If yes, copy of relevant documents with full particulars is enclosed)				Encl.at Page No. ___
12.	Period of unauthorised absence, which declared as 'Dies Non' during the last 12 years from the due date of Sr.Scale. (If any, give full details with the copy of relevant orders)				Encl.at Page No. ___
13.	Whether any penalty has been imposed during last 10 years? If so attested copy of the same be enclosed.				Encl.at Page No. ___
14.	Whether his/her case considered previously and declared unfit for Sr.Scale? If yes, reason thereof with the copy of relevant orders or documents.				Encl.at Page No. ___
15.	Details of participation in Inservice Training Courses/CPPDPT during last 12 years before the due date of Senior Scale. (Participation certificates along with their entries in service book is enclosed):				Page No. _____
	From	To	Total No. of days	Venue/Place of Training	
i)					Encl.at Page No. ___
ii)					Encl.at Page No. ___
iii)					
iv)					
16.	ACRs/APARs grading of last 5 years from the due date of Sr.Scale, if available with the individual concerned. The verification of the same from his/her copies may be ensured.(Please don't enclose any dossiers.)				
	Year ...	Year ...	Year ...	Year ...	Year ...
17.	Details of last 7 years posting period :				
	From	To	Name of KV	Region	
i)					
ii)					
iii)					
iv)					
18.	Signature of the teacher concerned				
Prepared by-- Name & Designation.....				--Checked byName & Designation	

It is certified that the above particulars have been verified from the service records of the teacher concerned & found correct. All necessary documents have been attested by the undersigned.

**DETAILS OF NON-TEACHING STAFF FOR GRANT OF FINANCIAL UPGRADATION UNDER
MODIFIED ASSURED CAREER PROGRESSION SCHEME (MACP)**

1	Employee code				
2	Name of employee (Copy of 1st page of Service Book i.e. biodata is enclosed)				
3	Present post				
4	Present Pay - Level in the Pay Matrix /Band Pay + Grade Pay				
5	Date from which the present post on regular basis is held (Copy of relevant page of Service Book is enclosed)				
6	Date of initial appointment on regular basis, designation & pay scale (Copy of relevant page of Service Book is enclosed)				
	If appointed on trial basis date of regularisation. (if so copy of concerned pages of service book is enclosed)				
7	Educational Qualification				
8	Whether Departmental Training attended, if so please attach certified copies of certificates. (only in case of sub staff who does not possess the qualification Matriculate or equivalent)				
9	Details of promotion/ACP-I & II / MACP granted after initial appointment in KVS including details of financial up gradation granted under ACP/MACP Scheme.				
Post Held	Period		Whether normal promotion/ through Departmental test/ Direct recruitment	Whether accepted / refused	Pay Scale; Pay in the PB+GP & Date of drawing
	From	To			
10	Details of previous ACP/MACP availed		Date of grant of 1st or 2nd ACP/MACP	Band Pay+ Grade Pay	Sanction Order No. and date
	Period of unauthorised absence, which declared as 'Dies Non' during the last 10 years.(If any, give full details with the copy of relevant orders)				
11	Whether any disciplinary case is pending or contemplated at Vidyalaya level				
12	Whether any penalty has been imposed during last ten years, if so an attested copy of the same be enclosed.				
13	Signature of the employee concerned				

Prepared by.....

Checked by.....

It is certified that the above particulars have been verified from the service records of the employee concerned & found correct.

Date :

Signature of the Principal
With stamp

केन्द्रीय विद्यालय संगठन, क्षेत्रीय कार्यालय, भोपाल

मानव संसाधन विकास मंत्रालय के प्रशासनिक नियंत्रण के अधीन स्वायत्त संस्थानों/संगठनों के कार्मिकों के संबंध में सतर्कता अनापत्ति देने हेतु प्रपत्र

1.	नाम				
2.	पदनाम				
3.	संस्थान/के0वि0				
4.	संगठन/क्षे0का0				
5.	क्या पूर्ववर्ती वर्ष की आय संपत्ति रिटर्न आगामी वर्ष की 31 जनवरी तक प्रस्तुत की गई थी				
6(अ)	क्या अधिकारी को संदेहास्पद सत्यनिष्ठा के अधिकारियों की सहमति सूची में रखा गया है				
6(ब)	यदि हाँ, तब विवरण दिया जाये				
7(अ)	क्या विगत 10 वर्षों के दौरान अधिकारी के विरुद्ध सतर्कता दृष्टि से किसी कदाचार के आरोप का परीक्षण किया गया था				
7(ब)	यदि हाँ, तब इसका निष्कर्ष				
8.	विगत 10 वर्षों के दौरान किसी लघु शास्ति का विवरण, यदि कोई हो				
9.	विगत 10 वर्षों के दौरान किसी दीर्घ शास्ति का विवरण, यदि कोई हो				
10.	क्या अधिकारी के विरुद्ध कोड़ अनुशासनात्मक/अपराधिक कार्यवाही अथवा आरोप पत्र अब तक लंबित है				
11.	दिए गए/संस्वीकृत अभियोग का विवरण, यदि कोई हो				
12.	क्या सौंपे गये किसी सरकारी महत्वपूर्ण कार्य से विवर्जित किया गया				
13.	पूर्ववर्ती 10 वर्षों के दौरान धारित पद (निम्नलिखित प्रारूप में)				
क्र.	संगठन/क्षे0का0 (पूर्ण नाम)	पदनाम	पदस्थापना स्थल	दिनांक.....से	तक

अधीनस्थ स्टाफ के मामलों में संबंधित प्राचार्य के हस्ताक्षर

उपायुक्त/सतर्कता अधिकारी के हस्ताक्षर

केन्द्रीय विद्यालय/KENDRIYA VIDYALAYA.....

चैक लिस्ट / CHECK LIST

त्याग-पत्र या स्वैच्छिक सेवानिवृत्ति स्वीकृति हेतु/for acceptance of resignation or VRS

1)	कर्मचारी का नाम एवं पदनाम/ Name of the employee & Designation	
2)	के0वि0 का नाम जहां कार्यरत है/ Name of KV where working	
3)	जन्मतिथि/ Date of Birth	
4)	पदधारित/ Post Held	
5)	क्या परीक्षा/नियमित/स्थायी रूप से कार्यरत है/ Whether on probation/regular/permanent	
6)	के0वि0सं0 में कार्यारंभ तिथि पदनाम सहित/ Date of joining in KVS with post	
7)	वर्तमान के0वि0 में कार्यारंभ तिथि/ Date of joining in present KV	
8)	वरिष्ठता क्र.,यदि हो/ Seniority No.,if any	
9)	कर्मचारी कोड/ Employee Code	
10)	सा.भ.नि./अं.भ.नि./न्यू पेंशन योजना का खाता क्र./ GPF/CPF/NPS No.	
11)	त्याग-पत्र या स्वै0से0नि0 हेतु आवेदन की तिथि/ Date of Application applied for resign./VRS	
12)	क्या कर्मचारी के विरुद्ध किसी प्रकार का अनुशासनात्मक प्रकरण लंबित अथवा विचाराधीन है /Whether any disciplinary case is pending or contemplated against the employee?	
13)	त्याग-पत्र या स्वै0से0नि0 हेतु आवेदक द्वारा दर्शाया गया कारण/ Reasons as stated by the employee for resign./VRS	
14)	क्या आवेदक द्वारा नियमानुसार एक माह/तीन माह का नोटिस/वेतन दिया गया है/ Whether employee has tender one month or three months notice/salary as per rules ?	
15)	प्राचार्य की अनुशंसा/ Recommendation of the Principal	
16)	रिमार्क, यदि कोई हो/ Remarks, if any	

कर्मचारी के हस्ताक्षर/

Signature of the employee

प्राचार्य के हस्ताक्षर/ Signature of the Principal

**APPLICATION FOR SPONSERING TO IGNOU 50% FEE CONCESSION
AGAINST SEATS FOR KVS EMPLOYEES**

1. Name in block letters _____
2. Fathers/Husband* Name _____
3. Designation _____
4. Date of Birth _____
5. KV where working in presently _____
6. Date of joining in KVS on regular basiswith post _____
7. Length of regular service in KVS as ondate of application _____
8. Date of Superannuation _____
9. Name of Programme/Course _____
10. (a) Duration of the course _____
(b) Date of commencement of the course _____
11. Enrollment No. for course, if any
(in case enrolled with IGNOU) _____
12. Regional centre of IGNOU where
application submitted _____
13. Name of the study centre of
(complete address) _____
14. Whether permission of competent authority
obtained as per Article-75 of Education Code of
KVS. If yes, please mention letter No. and date _____

Place : _____ Name : _____ Signature of the Candidate
Date : _____ Designation : _____

CERTIFICATE

Certified that : -

1. Particulars as mentioned above from Sl. No. 1 to 14 in respect of Shri _____
_____ Designation _____ verified and found correct.
2. The permission for _____ course commencing wef _____
granted in accordance with the provisions of Article-75 of Education Code of KVS and
undertaking of Candidate obtained.
3. The course is relevant to the job profile of the employee.
4. No disciplinary/legal proceeding is pending or contemplated against him/her.

Signature of Principal of KV (with date and stamp)

APPLICATION FOR APPOINTMENT ON COMPASSIONATE GROUNDS

PART - A

1.
 - (a) Name of the Sangathan employee
(deceased/retired on medical grounds) _____
 - (b) Designation of the Sangathan employee _____
 - (c) Whether it is Group 'D' or not ? _____
 - (d) Date of birth of the Sangathan employee _____
 - (e) Date of death/retirement on medical grounds _____
 - (f) Total length of service rendered _____
 - (g) Whether permanent or temporary ? _____
 - (h) Whether belonging to SC/ST/OBC ? _____

2.
 - (a) Name of the candidate for appointment _____
 - (b) His/Her relationship with the Sangathan employee _____
 - (c) Date of birth _____
 - (d) Education qualifications _____
 - (e) Whether any other dependent family Member
has been appointed on compassionate grounds _____

3. Particulars of total assets left including amount of :-
 - (a) Family Pension _____
 - (b) DCR Gratuity _____
 - (c) GPF Balance _____
 - (d) Life Insurance Policies (including Postal
Life Insurance) _____
 - (e) Moveable and immoveable properties and
annual income earned therefrom by the family _____
 - (f) CGE Insurance Amount _____
 - (g) Encashment of Leave _____
 - (h) Any other Assets _____
 - Total _____

4. Brief particulars of Liabilities, if any _____

5. Particulars of all dependent family members of the Sangathan employee (if some are employed, their income and whether they are living together or separately)

S. No.	Name(s)	Relationship with the Sangathan employee	Age	Address	Employed or not (if employed, particulars of employment and emoluments)
1	2	3	4	5	6

DECLARATION / UNDERTAKING

1. I hereby declare that the facts given by me above are, to the best of my knowledge, correct. If any of the facts herein mentioned are found to be incorrect or false at a future date, my services may be terminated.
2. I hereby also declare that I shall maintain properly the other family members who were dependent on the Sangathan employee mentioned against I(a) of Part – A of this form and in case it is proved at any time that the said family members are being neglected or not being properly maintained by me, my appointment may be terminated.

Signature of the Candidate

Name : _____

Address : _____

Date : _____

Shri/Smt./Kum. _____ is known to me and the facts mentioned by him/her are correct.

Signature of the Permanent Sangathan Officer

Name : _____

Address : _____

Date : _____

I have verified that the facts mentioned about by the candidate are correct.

Signature of the Welfare Officer

Name : _____

Address : _____

Date : _____

PART – B

(To be filled in by the office in which employment is proposed)

1.
 - (a) Name of the candidate for appointment
 - (b) His/Her relationship with the Sangathan employee
 - (c) Age (date of birth), education qualifications and experience, if any
 - (d) Post for which employment is proposed and whether it is Group 'C' or 'D'
 - (e) Whether there is vacancy in that post within the ceiling of 5% prescribed under the scheme of compassionate appointment ?
 - (f) Whether the post to be filled is included in the teaching or non-teaching cadre
 - (g) Whether the relevant Recruitment Rules provide for direct recruitment ?
 - (h) Whether the candidate fulfills the requirements of the Recruitment Rules for the post ?
 - (i) Apart from waiver of Employment Exchange/ Staff Selection Commission procedure, what other relaxations are to be given.
2. Whether the facts mentioned in Part – A have been verified by the office and if so, indicate the records ?
3. If the Sangathan employee died/retired on medical grounds more than 5 years back, why the case was not sponsored earlier ?
4. Personal recommendation of the concerned Head of the Regional / Headquarters Office (With his/hersignature and office stamp/seal)

DEPUTY COMMISSIONER

AGENDA ITEMS - FINANCE

Sl.No.	Description
1	Implementation of Digital Payment System
2	Tax Deduction at Source and filing of TDS Return
3	Fee collection through UBI Web Portal
4	Implementation of tally
5	Utilization of VVN account by KVs
6	Settlement of internal audit objections
7	Budget RE 2018-19 and BE 2019-20
8.	National pension scheme
9.	Delay in settlement of retirement benefits
10.	Outstanding dues in respect of closed/operative project vidyalayas
11.	Genuine & timely fund requirement
12.	Pay fixation
13.	Bharat scouts & guides
14.	Issue of GPF / CPF statement 2017-18
15	Ex-post facto sanction
16.	KVSEWS
17.	Salary through UBI Web Portal
18.	TA Bills
19.	Common lapse observed during internal audit 2017-18

1. Implementation of Digital Payment System

1. Salary to staff of all units of Kendriya Vidyalaya Sangathan is disbursed through Union Bank of India Salary Web Portal. However in case of rejection of salary of any staff, the same should be paid through NEFT. No cheque should be issued.
2. Fee collection in all Kendriya Vidyalayas is done through Union Bank of India Fee Web Portal System. The students/parents should be encouraged to pay fees through online mode i.e. through Debit Card, ATM, Net Banking etc.
3. Some Petty transactions are done through cash. In this connection KVS (HQ) has already issued instructions vide letter no. F.no.110239/51/2016/KVS (Budget) dated 19.12.2016. Students should be encouraged for making even small payments e.g. recovery towards lost/damaged articles and recovery towards printing of identity card etc. through digital mode.
4. The teachers/staff should be instructed not to make any payment to KV through cash. They should make all the payments to KV by using the digital payment methods in respect of the financial transactions like refund of advance, recovery of overpayment etc. DDOs should not disburse the amount of advance in cash to the staff.
5. DDOs are instructed not to accept the payment in cash from the outside parties in respect of payments pertaining to Room Rent, Canteen Rent and other miscellaneous payments. All such payments should be accepted through digital mode only.
6. Instruction may be issued to canteen owners stating that they should accept the payments from the students through debit/credit card and other digital payment methods. Necessary arrangements should be made by the canteen owner.

2. Tax Deduction at Source and filing of TDS Return

As per the provisions of Income Tax Act, 1961, DDO has to deduct the due amount of Income Tax at source as per the rates prescribed in the said Act. The Income Tax is to be deducted at source at the time of crediting the amount in the Books of Accounts

or at the time of making the payments, whichever is earlier. The Tax so deducted has to be deposited with the Income Tax Department within the prescribed time limit.

2) DDO is required to file the Quarterly Return with Income Tax Department within the prescribed time limit. Besides the interest amount on late payment of TDS amount, non deduction of Income Tax at source and non filing of Return or late filing of Quarterly Return attracts the penalty provisions. The amount of penalty may extend up to the amount of TDS. As per Section **276B of Income Tax Act, 1961**, if any person fails to deduct the whole or any part of the tax he/she may be punishable with rigorous imprisonment up to three months to **seven years** and with fine.

3) In addition, Income tax Department has been vested with the powers to attach the assets for recovery of Tax amount. However, before doing this, Income tax Department issues notices and follows the prescribed procedure. Normally, when nothing is responded by the person(DDO), such type of action is taken easily by the Income Tax Department.

4) Some instances have come to the notice of KVS(HQ) where Income Tax Department has frozen the Bank Accounts of 4 or 5 Kendriya Vidyalayas of Patna Region and got transferred about 60 Lac in the Accounts of Income Tax Department. This might have been happened due to non-responding to the notice(s) issued by the Income Tax Department. Corrective action is required to be taken for such cases. Instances have also come to the notice where penalty has been imposed by Income Tax Department either due to non-deduction of Tax at source or non-filing of TDS Return/delay in filing of TDS Return. Penalty amount has been paid to the Income tax Department out of VVN Account by some KVs.

5) DDOs are advised for strict compliance of the provisions of Income Tax Act, 1961.

6) From the month of June,2018, KVSHQ is directly transferring the Income Tax & Professional Tax in the accounts of KVs after disbursement of salary of staff. Principals are requested to ensure timely deposit of Tax in the account of concerned Tax Deptt.within prescribed time to avoid any penalty.

3. Fee collection through UBI Web Portal

Kendriya Vidyalaya Sangathan has been collecting fee through Union Bank of India Fee Collection Web Portal System. In this connection following points may be noted.

1. Students/parents should be encouraged to pay fees through online mode by using ATM Card, Debit Card, Net Banking etc.

2. Principal should ensure that student's data verification has been completed within the prescribed time schedule by all the class teachers.
3. This can be ensured by viewing the Report-"Verification Count" in the system.
4. During the previous quarters, it is noticed that in some cases entire student data of a particular class or entire student data of all classes were not verified by the teachers and Principals.
5. Unless the verification is not done, the fee cannot be collected through system.
6. Student's data verification is done only for the ensuing quarter. This should be conveyed to the Principals and staffs.
7. In the system there is no option of Monthly Fee Collection. As such, while issuing TC, in the mid of the quarter, excess amount of fee collected should be refunded to the students/parents through NEFT mode.
8. The issue of reconciliation, failed transaction, excess deduction etc. should be taken up with Saket Branch (Delhi) of Union Bank of India.
9. Concerned staff may be instructed not to enter the data of newly admitted student under the option "Existing Student". Entry for new admission should be made under the option "New Admission" only. Once the details are entered in the system, the UID automatically generated by the system cannot be deleted by KV/RO/HQ.

4. IMPLEMENTATION OF TALLY

As per KVS (HQ) instructions work in Tally has started. It is requested that all the Principals may take personal interest in implementation of the Tally so that manual work may be minimized and discrepancies avoided. The Trial Balance from April,2017 onward is to be submitted to RO,Bhopal by each KV by 5th of the month.

5. UTILIZATION OF VVN ACCOUNT BY KVs & REQUISITION OF FUND FROM VVN DEPOSIT ACCOUNT

(i) Fund for PT trs by large KVs/Small KVs demanding fund from RO VVN deposit account should give specific demand as well as utilization of

previous amount received, if any. Balance as on date in VVN also be specified. Requisition be given on monthly basis latest by **2nd day of the month.**

(ii) Expenditure be incurred within permissible financial ceilings only. For excess expenditure, if any, prior sanction from Regional Office be obtained, giving full justification.

(iii) Fund requirement for the payment of salary to the Contractual teachers in respect of big KVs be requisitioned only against clear vacancies. Full details as per format already circulated be enclosed along.

(iv) It should be ensured that payment to contractual staff be made on time. Demand of funds, if any from RO be made well in time.

6. a) SETTLEMENT OF INTERNAL AUDIT OBJECTIONS

Complying with KVS HQ instructions regular audit adalats are being held at Regional Office level. While attending the same the principals to bring the compliance of previous outstanding paras in duplicate. The proposals for ex post facto sanction, if any, may be put up separately for sanction out of VVN. At the time of internal audit, compliance of previous internal audit paras be prepared in duplicate, and kept ready for on the spot verification by the audit team.

b) AG Audit

During AG audit, Principals should ensure that all the queries of AG audit staff are attended promptly, and efforts made to get previous AG audit paras settled and new paras minimized.

7. BUDGET RE 2018-19 AND RE 2019-20

Budget Estimate & Revised Estimates of School Fund & Vidyalaya Vikas Nidhi Account for the year 218-19 and 2019-20 will shortly be asked from all the KVs. Hence it is requested to get the same ready after 31st July so to that it can be compiled and submitted in time KVSHQ.

8. NATIONAL PENSION SCHEME(NPS).

- (i) It is appreciable that as on date none of the employees covered under NPS is left out for PRAN . As on date 1092 employees are covered under PRAN.
- (ii) Please ensure that monthly subscription of NPS is deducted evenly for both Management share and Own share. In no case there should be any difference between Management share and Own share. Please ensure that the subscription and management share should not more than be 10% of the basic pay plus DA.
- (iii) In case of correction in the details of employee needed, S-2 form be filled in and transmitted to Regional Office. However, small corrections like change in Mobile no., E-mail address etc., are to be done by subscriber himself by logging to his/her account.
- (iv) Grievances relating to non-uploading of legacy amount and previous subscription of other region may be taken up directly with the concerned Regional Office by Principals with copy marked to RO Bhopal for taking necessary follow up.
- (v) For issue of PRAN new CSRF Form has been introduced by NSDL which has been circulated to all KVs. It is suggested to ensure that after joining of new staff members CSRF form should be submitted in duplicate duly filled in all respect so that PRAN

no.maybe allotted to the concerned and their deduction may be started from the salary.

9. DELAY IN SETTLEMENT OF RETIREMENT BENEFITS.

It is observed that retirement benefits to the retiring employees are not sometime paid on time. The cases of GPF/CPF, KVSEWS and leave encashment payment are delayed. This office remits all retirements benefits to KVs through RTGS/NEFT, always confirmed by e-mail followed by hard copy. This is the mechanism available with RO.

Revision of pension due to sanction of selection scale/MACP get sometime delayed due to late receipt of option form, undertaking and Revised LPC.

After pay fixation arrears are also drawn lately even revised LPC is not sent to Regional Office in time.

It is advised to ensure timely submission of required papers and timely payment of all dues to the concerned to avoid any grievances in this regards.

10. OUTSTANDING DUES IN RESPECT OF CLOSED / OPERATIVE PROJECT VIDYALAYAS.

- Administrative overhead charges for the year 2016-17 & 217-18 have been received from the project authorities of KV Gail Guna, GailJ habua and KV Narmadanagar which is highly appreciable on the part of these project Principals. But KV WCL Sarni has not paid AOC for the year 2016-17 and 2017-18 so far. Further more than 2crore 50 lacs are due on the project authorities which are be recovered from WCL as soon as possible. Principal is requested to ensure recovery of dues from Project authorities as early as possible

if required a meeting with project authorities may be arranged with the officer of Regional Office for early settlement

11. GENUINE AND TIMELY FUND REQUIREMENT.

As per KVS HQ instructions, this office has to send consolidated fund requirement towards monthly imprest for all KVs by 5th of every month.

Principals are requested to ensure that genuine requirement of funds for the school fund account should be submitted to the KVS(RO)Bhopal EVERY MONTH LATEST BY 04th through **Google Drive** so that by 05th Regional Office is able to send the fund requirement to KVSHQ. The KVs not submitting the fund requirement in time through Google Drive, won't be considered for the same month, and their requirement will be taken into consideration for the next month. The Fund requirement should be in proper format and closing balance of the last day of the previous month be mentioned so that requirement of fund may be assessed accurately.

FUND REQUIREMENT SHOULD BE SENT THROUGH Google Drive ONLY

All Principals are requested to ensure that funds available with Vidyalayas should be taken into account before sending request, especially, fee collection during April, July, October & January months.

12. PAY FIXATION.

Option form on account of pay fixation is not taken from the employees within one month of issue of order / joining. It should

be obtained within a month as per rule and is to be forwarded to Regional Office duly countersigned by the Principal. Service book should also be sent for pay fixation to Regional Office after incorporating all the entries specially for increment and sanction / joining on promotion.

13. BHARAT SCOUTS & GUIDES.

The contribution from all the KVs **including small KVs** should be remitted to Regional Office as per the strength of 31st August of the year.

Bills for settlement of Expenditure in case of any event held in Vidyalaya should be sent immediately with all related documents after the event is over.

All the Principals are requested to submit the Group Registration fees, Annual Contribution fees and Flag Day Contribution through NEFT/RTGS with the covering letter through mail by scanned copy and duly signed by the Principal to the academic section as well as accounts section.

However, it is seen that sometimes Group Registration fees, Annual Contribution fees and Flag Day Contribution are received through NEFT/RTGS from KV without any letter and sometimes letters are received from KV without crediting the amount in the account for the same. It is not possible for this Office to trace the amount by contacting all KVs over phone or through mail for the said compilation work. Hence, all the Principals are requested to submit the Group Registration fees, Annual Contribution fees and Flag Day Contribution through NEFT/RTGS in the KVS Bharat Scout and Guide Account, followed by scanned copy through mail.

14. ISSUE OF GPF/CPF STATEMENT 2017-18

- * GPF/CPF statements have been issued to all the employees. Discrepancy, if any may be brought to the notice of this office, along with relevant schedules so that correction, if any may be carried out.

PLEASE DO NOT SEND GPF/CPF/NPS/EWS SCHEDULE THROUGH E MAIL/HARD COPY Since the same is downloaded from the UBI portal.

- * Partfinal withdrawal and advances are released by this office through RTGS/NEFT, intimation is sent through e-mail followed by hard copy to the concerned KVs, but it is found that the amount is not disbursed to concerned employee in time.
- * All Principals should ensure that Partfinal withdrawal / Advance are released to the concerned employees as immediately as possible since this amount is to be treated as ODR and ODP.

The annual statements of GPF and CPF in respect of all 63 KVs and 01 RO, Bhopal were issued in April,2018, the total number of GPF optee are 1004 and CPF optee are 14 in the region as on date.

15. EX-POST FACTO SANCTION.

It is found that many of the KVs are in habit of seeking ex- post facto sanction for excess expenditure incurred out of VVN. KVS has taken a serious note of it. All Principals are suggested to refrain from this act. It is suggested that prior permission / sanction may be obtained for incurring expenditure of this kind.

16. KVSEWS

- During audit it is observed that the entries of EWS subscription arrears in the cases of sub staff employees and Group C employees

who are designated as Group C and Group B respectively now is not recorded. It is suggested the same may be done forthwith giving reference of the paybill no. and amount deducted.

- Please ensure that in the KVSEWS Form, entries from the year 1993 to onwards duly made, alongwith details of entry of arrears, deductions, if any, signed by principal concerned and retiring staff is forwarded to this office well before the retirement and in the separate folder (not with pension papers). Further it should be tallied with the entries made in the service book, for cross checking purpose.
- Detail of arrears of EWS subscription deducted from the salary of the individual duly signed by the principal concerned.
- Upto May,2018 all the cases of EWS payment have been settled and nothing is pending.

17.SALARY THROUGH UBI WEBPORTAL

It is seen that letters from KVs regarding creation, transfers and updations at UBI Web Portal are forwarded to this Office through mail without any signature of Principals. All the Principals are requested to forward the letters by scanned copy duly signed by the Principals for further necessary action.Please note that hard copy should not be posted to this office so that we may save papers.

As soon as employee code is allotted from this office,detail of employees should be forwarded to this office for updation on UBI salary webportal.

18.TA BILLS

However, it is seen that the TA bills of Principals/Vice-Principals/I/c Principals are forwarded to this Office in incomplete manner. All the

Principals are requested to submit the TA bills properly filling all the columns, no column to be left blank along with proper bills attached with justification if needed.

Due to incomplete bills of Principals this Office find problem in pre-auditing the bills and unnecessary time & money is wasted in sending back the bills to the KVs and thereafter to this Office again.

Further, please note that no time barred TA/DA and LTC bills should be forwarded to this office for pre-audit.

19. COMMON LAPSES OBSERVED DURING INTERNAL AUDIT 2017-18.

During the internal audit of all 46KVs conducted by Regional Office team, the following general observations are made :

20. In most of the schools CEA Register is not maintained. It should be maintained year wise to ensure payment of children education allowance as per the prescribed ceilings.
21. Excess consultation fees in number of medical bills is being allowed which is objectionable and should be allowed as per the rule only.
22. Before making payment/claim of dependent of the employees like medical bills/LTC bill, it should be ensured that dependent is actually dependent upon the employee and proper entry to this effect is made in the Service Book.
23. It is noticed that medical claim / TTA bills is forwarded to Regional Office for Pre-audit whereas Principal is competent authority (upto PGTs) for the payment of the same. It is advised that such type of practice should be avoided and bills be paid to the employee concerned in time after proper checking as per the guidelines of KVS and FRSR.

24. Stock Verification- It is seen that in most of the KVs annual stock verification of various stocks is not done timely. As a result the stock was not found as per the stock register.
25. While checking the MRPs of various articles in some of the KVs it is found that the MRP was deleted from the packet of the article due to which audit could not verify the rates from the quotations. It is objectionable. Please ensure that proper checking of articles, its price, its packing should be ensured before making payment of the articles.
26. Many Vidyalayas conducted local excursions for the students of their Vidyalayas but it is observed that some of the KVs hired the buses from the long distance and not maintained proper record of the buses hired like Bus no.s / Permit no.s /Insurance validity/permitted for no.of passengers/No. of students travel/ Name of the students travelled/Name of the escorts etc.
27. Annual Maintenance Contract-Annual maintenance contract of Photocopier / Computers / Fax machines / Printer / UPS is given in various KVs without following instructions of KVS. It is suggested that instructions should be followed in letter and spirit.
28. In most of the KVs it is found that lots of items like computers, photocopier machines, water coolers and furniture items are dumped-out and these items are not in use, and it is not economical also too get these items repaired. It is advised that all such items may be taken up for condemnation after proper verification and action as prescribed in KVS rules.
29. It is also noticed that many items are purchased without taking care of existing items for e.g. water coolers & photo copy machines are purchased but existing water coolers & photo copy

machines are not condemned or the same may be disposed of through buy back also by following proper procedure.

30. In all the KVs UBI uploaded pay bill is not being pasted in pay bill register, which is irregular. Most of the KVs are preparing two pay bills one for UBI and another for local reference. IT IS HIGHLY IRREGULAR, ALL PRINCIPALS TO ENSURE THAT UBI PAYBILL IS

ONLY TO BE PASTED IN PAYBILL REGISTER WHICH IS AN AUDITABLE DOCUMENTS.

31. In some of the KVs EPF, ESI and service tax are being paid to outsourcing agencies but proper proof of challan is not being taken from the agency. In some cases the amount of challan was found less deposited (for management share only in case of EPF. IT MAY BE NOTED THAT KVS IS EXEMPTED FROM PAYMENT OF SERVICE TAX, HENCE NO SERVICE TAX IS TO BE PAID TO THE OUTSOURCED AGENCIES.
