



केन्द्रीय विद्यालय संगठन

**KENDRIYA VIDYALAYA SANGATHAN**

18 संस्थागत क्षेत्र, शहीद जीत सिंह मार्ग, नई दिल्ली 110 602  
18, Institutional Area, Shaheed Jeet Singh Marg  
New Delhi 110 602

SPEED POST/BY HAND

F.11019/05/2011-KVSHQ [ADMN-II] 538

DATED: 07.02.2012

**Sub: Minutes of the 91st meeting of the Board of Governors of KVS held on 19.01.2012 at 3.30 PM in the Conference Hall, Room No. 112 'C' Wing, Shastri Bhawan, New Delhi.**

A copy of the minutes of the 91<sup>st</sup> meeting of the Board of Governors of KVS held on 19.01.2012, duly approved by the Chairman, KVS is enclosed.

Comments, if any, may please be forwarded to the undersigned by 24.02.2012 positively.

  
( O.M.Prabhakaran),

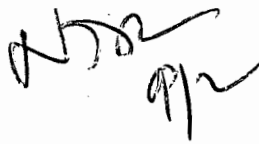
Additional Commissioner (Admn.) &  
MEMBER SECRETARY,  
KVS & Board of Governors.

Encl: as above

**Distribution:**

1. All members of the Board of Governors of KVS.
2. PS to Hon'ble HRM & **Chairman, KVS**, MHRD, Shastri Bhawan, New Delhi.
3. PS to Hon'ble MOS & **Joint Chairperson, KVS**, MHRD, Shastri Bhawan, New Delhi.
4. PS to Secretary (SE& L) & **Deputy Chairperson, KVS**, MHRD, Shastri Bhawan, New Delhi.
5. Special Secretary & **Vice-Chairman, KVS**, MHRD, Shastri Bhawan, New Delhi.
6. Deputy Secretary UT, MHRD, Shastri Bhawan, New Delhi.
7. Assistant Commissioner (EDP Cell) for uploading on KVS web-site.
8. All Divisional and Branch Heads of KVS (HQ) New Delhi.

Sd (EDP)



# **MINUTES**

Of the

91<sup>st</sup> meeting of the

**Board of Governors**

Of

**Kendriya Vidyalaya Sangathan.**

**Held On**

**Date** : 19<sup>th</sup> January, 2012

**Time** : 3:30 PM

**Venue** : Room No.112,  
'C' Wing,  
CONFERENCE HALL,  
SHASTRI BHAWAN,  
NEW DELHI.

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**MINUTES OF THE 91<sup>ST</sup> MEETING OF THE BOARD OF GOVERNORS OF KVS HELD AT 3.30 P.M ON 19<sup>TH</sup> JANUARY, 2012 IN THE CONFERENCE HALL, ROOM NO.112, 'C' WING, SHASTRI BHAWAN, NEW DELHI.**

The 91<sup>st</sup> meeting of the Board of Governors of Kendriya Vidyalaya Sangathan (KVS) was held on 19<sup>th</sup> January, 2012 at 3.30 P.M in Shastri Bhawan, New Delhi under the chairmanship of Shri Kapil Sibal, Hon'ble Minister of Human Resource Development & Chairman, KVS. The list of members and special invitees who attended the meeting is annexed. (Pages 13-15)

Commissioner, KVS welcomed Hon'ble HRM & Chairman, KVS and other distinguished members of the Board. Thereafter, agenda items listed for deliberations were taken up by the Commissioner, KVS one by one through a power point presentation for consideration of the Board.

**ITEM NO 1: CONFIRMATION OF THE MINUTES OF THE 90<sup>TH</sup> MEETING OF THE BOARD OF GOVERNORS OF KVS HELD ON 30<sup>TH</sup> AUGUST, 2011.**

The minutes of the 90<sup>th</sup> meeting of the Board of Governors of KVS held on 30<sup>th</sup> August, 2011 was circulated to all the members on 16<sup>th</sup> September, 2011. Since no comments were received on the same and the minutes was taken as confirmed.

**ITEM NO 2: ACTION TAKEN REPORT ON THE MINUTES OF THE 90<sup>TH</sup> MEETING OF BOG HELD ON 30<sup>TH</sup> AUGUST, 2011.**

The Board noted the actions taken pursuant to the decisions taken in the 90<sup>th</sup> meeting of BOG held on 30<sup>th</sup> August, 2011.

**ITEM NO 3: RATIFICATION OF APPROVAL OF HON'BLE CHAIRMAN, KVS - REGARDING**

**(A) AMENDMENTS IN CERTAIN PARAS OF THE KVS TRANSFER GUIDELINES W.E.F 01.04.2011.**

The Board ratified the approval of Hon'ble Chairman, KVS regarding **Amendments in certain paras of KVS transfer guidelines** as per details given in the Agenda item placed at **Appendix -A** (Pages 16-17).

**(B) DECISION OF HON'BLE CHAIRMAN, KVS REGARDING KV TEHRAN.**

The Board ratified the approval of Hon'ble Chairman, KVS regarding Budgetary support to Kendriya Vidyalaya Tehran as per details given in the Agenda item placed at **Appendix-B**. (Page 18)

*AS*

**(C) RECRUITMENT RULE FOR THE POST OF LOWER DIVISION CLERK.**

The Board ratified the approval of Hon'ble Chairman, KVS regarding **Revision of Recruitment Rule for the post of Lower Division Clerk in KVS** as per details given in the Agenda item placed at **Appendix-C**. (Pages 19-20)

**ITEM NO.04: APPROVAL AND ADOPTION OF ANNUAL REPORT OF THE KENDRIYA VIDYALAYA SANGATHAN FOR THE YEAR 2010-11.**

The Board approved and adopted the **Annual Report of KVS for the year 2010-11.**

**ITEM NO.05: APPROVAL AND ADOPTION OF SEPARATE AUDIT REPORT ON THE ACCOUNTS OF THE KENDRIYA VIDYALAYA SANGATHAN FOR THE YEAR 2010-11.**

The Board approved and adopted the **Separate Audit Report and certified Annual Accounts of the Sangathan for the year 2010-11.**

**ITEM NO.06: TO CONSIDER THE MINUTES OF THE MEETING OF FINANCE COMMITTEE, KVS HELD ON 7<sup>TH</sup> DECEMBER, 2011.**

<b>Decisions of the Finance Committee held on 07.12.2011</b>	
<b>Decisions/Recommendations of the Finance Committee</b>	<b>Decision taken by the Board</b>
<p><b>ITEM NO. 6(1):</b> <b>TO CONFIRM THE MINUTES OF THE LAST MEETING OF THE FINANCE COMMITTEE HELD ON 29<sup>TH</sup> JUNE, 2011.</b></p> <p>The minutes of the last meeting of Finance Committee held on 29<sup>th</sup> June, 2011 were confirmed by the Committee.</p>	<p>The Board approved the recommendation s/decisions of the Finance Committee of KVS held on 07.12.2011.</p>
<p><b>ITEM NO.6(2):</b> <b>ACTION TAKEN REPORT ON THE DECISIONS TAKEN IN THE LAST MEETING OF FINANCE COMMITTEE HELD ON 29TH JUNE, 2011.</b></p> <p>Action taken report was noted by the Committee.</p>	<p>Regarding item no. 6(6)</p>
<p><b>ITEM NO.6(3):</b> <b>APPROVAL AND ADOPTION OF SEPARATE AUDIT REPORT ON THE ACCOUNTS OF KVS FOR THE YEAR 2010-11.</b></p> <p>The Finance Committee has examined the certified Annual Accounts, SAR Report and the replies furnished by the Sangathan and accordingly recommended to the BOG of the Sangathan for approval and adoption of SAR and certified Annual Accounts of Sangathan for the year 2010-11.</p>	<p>The payment of Rs. 1.5 lakhs per year towards electricity and maintenance charges out of VVN account KV, Bokajan is approved as CCI Bokajan is a sick unit and this will not be quoted as a precedent for any other case.</p>
<p><b>ITEM NO.6(4):</b> <b>MIS/ERP SOLUTION FOR KVS.</b></p> <p>The draft "Request for proposal" (RFP) for implementation of MIS/ERP Solution in KVS prepared by the KVS has been noted by the Finance Committee and advised to go ahead for taking further action accordingly.</p>	

*M. S. J. S. J.*

**ITEM NO. 6(5)**

**TO CONSIDER AND APPROVE THE REVISED ESTIMATES FOR 2011-12 AND BUDGET ESTIMATES 2012-13.**

The proposal of KVS seeking funds for Rs. 2293.70 crore in RE 2011-12 and Rs. 2539.75 crore in BE 2012-13 under Non-Plan and Rs. 822 crore for RE 2011-12 and 1314.03 crore in BE 2012-13 under Plan has been examined by the Finance Committee and recommended to the BOG for its approval.

**ITEM NO. 6(6):**

**CLEARANCE OF OUTSTANDING DUES ON ACCOUNT OF ELECTRICITY/MAINTENANCE CHARGES IN R/O KENDRIYA VIDYALAYA C.C.I. BOKAJAN.**

Kendriya Vidyalaya C.C.I. Bokajan was opened under Project Sector in the year 1986-87 under certain terms & conditions which inter-alia provide the responsibility of the Sponsoring Agency for bearing the total Recurring & Non-recurring expenditure. During the year 2010, the C.C.I. authorities started Non-remittance of adequate funds. Consequently the electricity and water charges were not paid by the CCI.

The Kendriya Vidyalaya Sangathan filed writ petition before the Hon'ble High Court Guwahati seeking direction for payment of the outstanding & current dues incurred by the Sangathan. In the counter affidavit the CCI authorities broadly agreed that the amounts are due to KVS but dispute remained over the quantum of expenses incurred by KVS as well as transparency in the accounts of expenditure.

The Hon'ble High Court vide its order dated 3.9.2010 directed for exploring the possibility of an out of Court settlement.

Thereafter on 24.09.2010 a joint resolution was passed by the authorities of CCI Bokajan and KVS RO Silchar wherein it was resolved to explore that release of outstanding dues to KVS and economy in current expenditure of KV Bokajan. Consequently on 30.9.2010 the C.C.I. authorities vide their letter dated 30.09.2010 conveyed to KVS that they will increase the monthly grant aid for smooth running of the School and KVS will also curtail all the unproductive expenditure.

Regarding electricity bill para (iii) of the letter speaks as under:-

CCI will start raising the electricity bill from the financial year 2010-11 which was earlier being provided by CCI free of cost for lighting entire Building and surrounding area by spending around 2.50 lacs to 3.00 lacs per year which henceforth will be permitted to pay from VVN fund.

The CCI authorities vide their last communication dated 23.4.2011 have conveyed that the bill for Rs.1.5 lac which will be raised is towards electricity and maintenance charges. The Deputy Commissioner, Kendriya Vidyalaya Sangathan Regional Office, Silchar vide their letter dated 5.5.2011 has also conveyed to KVS (HQ) that Rs. 1.5 lac towards electricity and



maintenance charges per year is acceptable and has sought the approval of the Competent Authority for the said expenditure out of VVN.

Hence to settle the dispute, with an understanding of Sponsoring Agency as well as KVS an expenditure of Rs. 1.5 lac per annum towards electricity and maintenance charges from VVN in the matter KV CCI Bokajan only is proposed to be approved by the Finance Committee, KVS.

The issue of payment of Rs. 1.5 lakh per year towards electricity and maintenance charges out of VVN account of the Kendriya Vidyalaya, CCI, Bokajan to the Project Authority as per the implementation of the order of Hon'ble High Court, Guwahati has been considered by the Finance Committee and recommended the same for the approval of BOG.

**ITEM NO. 6(7):**

**EXPENDITURE OF OUTSOURCING OF INTERNAL AUDIT OF KVs UNDER 5 REGIONS.**

- The proposal of making payment of Rs. 51,15,758/- over and above the budget allocation of Rs. 45 lakh to All India Council of Audit and Accountants (AICAA), New Delhi towards the expenditure for outsourcing of Internal Audit of 316 KVs located in the five regions has been considered by the Finance Committee and recommended to the BOG for its approval for the total expenditure of Rs. 51,15, 758/- so as to make the payment to AICAA, New Delhi.

**ITEM NO. 6(8)**

**SHORTAGE OF FUNDS FOR KVS CONSTRUCTION WORKS.**

The matter regarding of acute shortage of funds for KVS construction work has been discussed by the Finance Committee and advised to explore the possibility for providing additional funds from the surplus funds etc. of other divisions.

**ITEM 6(9):**

**INCURRING OF CONTINGENCY EXPENDITURE OUT OF SCHOOL FUND.**

The Finance Committee desired to further examine the issue in greater detail and to identify such expenditures to be excluded from VVN and as such the matter is deferred.

**SUPPLEMENTARY ITEM NO. 6(1):**

**DISPOSAL OF E-WASTE IN KVS.**

KVS has gone a long way in creating an infrastructure in field of ICT in last ten years. Every year we are adding into it. However by the passage of time we have reached to a situation where some of our PCs will be completing their life and will become obsolete technology wise.

*MSD*



In the light of above it is being proposed that:-

1. KVS may dispose our E-Waste (like PCs, Fax, Telephone, CPU, UPS etc.) as per E-Waste (Management and Handling) Rules, 2011 coming to effect from 1 May, 2012.
2. For PCs which are now obsolete and are to be replaced with advance version of technologies may be offered as donation to some first time user village schools from various State Govt. This programme can be integrated with the extension of service performance of KVS to State Govt. School.

The Sangathan proposed for disposal of e-waste such as PCs, fax, telephones, CPU, UPS etc. in terms of the provisions contained in the new rules e-waste ( Management and Handling) Rules, 2011 taking effect from 1<sup>st</sup> May, 2012. It is also proposed to replace the obsolete PC's with advanced version of technology and to offer the obsolete PCs as donation to the first time user village schools of various State Governments. With this proposal, it is possible to integrate this program with the extension of service performance of KVS to State Government Schools.

**The matter was considered by the Finance Committee and recommended for approval of BOG of Sangathan.**

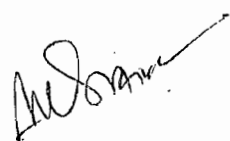
**SUPPLEMENTARY ITEM NO. 6(2):**

**CONDEMNATION OF STORES – DELEGATION OF POWERS AT VARIOUS LEVELS IN KVS**

In view of the above the proposals at (a) and (b) below are submitted for consideration of the Finance Committee:

- a) The powers of condemnation of articles of stores including the IT equipment's purchased out of VVN/School Fund account at various levels of KVS may be revised as under:

S.No.	Authority	Powers proposed to be delegated in respect of KVs	Powers to be delegated in respect of Regional Offices/ZIETs
1.	Commissi oner	Full powers including cases involving fraud, Embezzlement, fire, misappropriation or theft and the articles whose life span has not been expired including IT equipments.	Full powers including cases involving fraud, Embezzlement, fire, misappropriation or theft and the articles whose life span has not been expired including IT equipments.
2	Addl. Commissi oner (Admn.)	-----	Up to 5 lakhs per annum excluding the cases involving fraud, Embezzlement, fire, misappropriation or theft and the articles whose life span has not been expired including IT equipments.



3.	Deputy Commissioner/Director of the Region /ZIET concerned.	Full powers excluding cases involving fraud, Embezzlement, fire, misappropriation or theft and the articles whose life span has not been expired including IT equipments.	Upto Rs. 2 Lakhs per annum but excluding the cases involving fraud, Embezzlement, fire, misappropriation or theft and the articles whose life span has not been expired including IT equipments.
4.	Executive Committee of VMC	Upto Rs. 2 Lakhs per annum but excluding the cases involving fraud, Embezzlement, fire, misappropriation or theft and the articles whose life span has not been expired including IT equipments.	-----

b) In the matter of condemnation of IT equipments the procedure prescribed vide circular No. F. 110240/(6)/2009-KVS (HQ)/Budget dated 26.08.2009 will remain unchanged.

**The delegation of powers at various levels proposed by the KVS for condemnation of stores including the IT equipments purchased out of VVN and School Fund Accounts has been considered by the Finance Committee and recommended the said proposal to the BOG of KVS for approval.**

**ITEM NO.7: SETTING UP OF KENDRIYA VIDYALAYAS IN CIVIL SECTOR UNDER THE SPONSORSHIP OF MINISTRY OF RAILWAYS.**

The Board did not agree to the proposal for enhancement of lease rent of Rs. 1000/- per acre subject to a minimum of Rs. 5000/- per annum in respect of Ministry of Railways as it would lead to disparity with other departments. The Board directed KVS to take up the matter with Ministry of Railways to continue to provide suitable piece of the land free of cost at a nominal lease rent i.e. @ Re. 1/- per annum for construction of permanent vidyalaya building.

**ITEM NO.8: PROPOSAL FOR OPENING OF NEW KENDRIYA VIDYALAYAS UNDER CIVIL SECTOR- INCLUSION OF 04 MORE NEW LOCATIONS AMONG OTHER FEASIBLE PROPOSALS.**

The B.O.G approved opening of new Kendriya Vidyalayas at the following four feasible locations with the remarks that Vyas Nagar Distt. Jajpur at Sr.No.3 may be read as Byas Nagar, Jajpur.

Sl. No.	Location of the proposed Vidyalaya	Name of State	Sponsoring Authority	Sector
1	Mandya, Distt. Mandya	Karnataka	State Govt.	Civil
2	Angul, Distt. Angul	Odisha	State Govt.	Civil
3	Vyas Nagar, Distt. Jajpur	Odisha	State Govt.	Civil
4	Sector 28, Rohini, Delhi	Delhi	MUD	Civil

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**ITEM NO.9: INTRODUCTION OF MEMORANDUM OF UNDERSTANDING FOR THE KENDRIYA VIDYALAYAS RUNNING UNDER PROJECT SECTOR AND INSTITUTE OF HIGHER LEARNING.**

The Board reviewed its decision taken in the 77th meeting held on 20.06.2007 regarding introduction of fresh MOU for Kendriya Vidyalayas running under Project Sector and Institute of Higher Learning and decided as under:

1. In the matter of new KVs opened after decision of the BOG dated 20.06.2007 and likely to be opened in future, the provisions of the MOU circulated vide KVS circular dated 01.08.2007 may be enforced in its totality. A copy of MOU proforma is placed at **APPENDIX-D** (Pages 21 -25)
2. In the matter of the KVs opened prior to 20.06.2007 under IHL/Project Sector, such KVs may be exempted from filling the MOU afresh.

**ITEM NO.10: MAINTENANCE AND PREPARATION OF ANNUAL PERFORMANCE ASSESSMENT REPORTS—COMMUNICATION OF ALL ENTRIES FOR FAIRNESS AND TRANSPARENCY IN PUBLIC ADMINISTRATION.**

The Board approved amendments of certain clause regarding maintenance and preparation of **Annual performance Assessment Reports** and communication of all entries for fairness and transparency in public administration as per details given in the agenda item placed at **Appendix- E** (Pages 26-27).

**ITEM NO.11: ACCEPTANCE OF LAND OFFERED LESS THAN THE PRESCRIBED FOR KV AT ITBP, SARHAN (HP) AND KV AT NADAUN (H.P).**

The Board approved acceptance of 1.40 acre and 1.96 acre of land for Kendriya Vidyalaya, ITBP Sarhan (H.P) and Kendriya Vidyalaya, Nadaun (H.P) respectively, so that KVS could plan permanent physical infrastructure, after obtaining allotment/leasing of land as per details given in the agenda item.

*AWD*

SUPPL. ITEM NO.01: TO CONSIDER THE MINUTES OF THE MEETING OF THE ACADEMIC ADVISORY COMMITTEE, KVS HELD ON 11.01.2012.

DECISIONS OF THE ACADEMIC ADVISORY COMMITTEE HELD ON 11.01.2012	
Decisions/ Recommendations of the Academic Advisory Committee.	Decision taken by the Board.
<p><b>SUPPL. ITEM NO.1(1) :</b></p> <p><b>CONFIRMATION OF THE MINUTES OF THE 37<sup>TH</sup> MEETING OF THE ACADEMIC ADVISORY COMMITTEE HELD ON 19.05.2011.</b></p> <p>Since no comments were received, the Committee confirmed the minutes.</p>	<p>The Board approved the recommendations/ decisions of the Academic Advisory Committee in its meeting held on 11.01.2012</p>
<p><b>SUPPL. ITEM NO.1(2) :</b></p> <p><b>ACTION TAKEN REPORT ON MINUTES OF 37<sup>TH</sup> AAC MEETING</b></p> <p>The Action taken on the decisions of the 37<sup>TH</sup> AAC meeting was noted.</p>	
<p><b>SUPPL. ITEM NO.1(3) :</b></p> <p><b>GUIDELINES FOR ADMISSION TO KENDRIYA VIDYALAYAS (2012-13)</b></p> <p>The draft Admission guidelines for session 2012-13 was approved by the Committee. Modified provisions place that <b>Appendix-F.</b> (Pages 28-32)</p>	
<p><b>SUPPL. ITEM NO.1(4) :</b></p> <p><b>TO CONSIDER ADOPTION OF THE ANNUAL REPORT 2010-11</b></p> <p>The Annual Report of Kendriya Vidyalaya Sangathan for the year 2010-11 was approved.</p> <p>Regarding the results analysis portion, it was suggested by the Chairman, AAC, that the result analysis of IIT JEE was very comprehensive. A copy of this may be obtained and KVS can also consider doing analysis of their results on the same lines. The help of some specialized institution which does such types of analysis can also be taken, if it was felt necessary.</p>	
<p><b>SUPPL. ITEM NO.1(5) :</b></p> <p><b>CHANGE IN NORMS FOR ENGAGING OF VOCATIONAL INSTRUCTORS IN KENDRIYA VIDYALAYAS.</b></p> <p>The proposal was approved that the restriction of number of Vocational instructors to be engaged in different areas/fields of crafts,dance,arts and sports etc. should be relaxed and Principal empowered to take a decision for 04 (four) such activities as per needs of the school and students. The number of Vocational Instructors to be hired above this ceiling may be decided with the approval of concerned Deputy Commissioner of the Region.</p>	

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**SUPPL. ITEM NO.1(6) :**

**TO INCLUDE A SEPARATE CATEGORY FOR SPECIAL CATEGORY OF PHYSICALLY CHALLENGED TEACHERS OF OUTSTANDING MERIT TO BE PART OF THE KVS INCENTIVE AWARD AS WELL AS REGIONAL INCENTIVE AWARDS.**

The proposal was approved that there would be two awards each for the special category teachers of the Primary and the Secondary respectively and one award for the non teaching category in the KVS National Incentive Award. Similarly one award each would be for the special category teachers of Primary (including PRT Music and, H.M) and Secondary teachers including PGTs/TGTs/Principal/Vice Principal/Misc. category teachers and one from non teaching category respectively for the Regional Incentive Awards. The details are given below:

S. No	Category	National Incentive Award	Regional Incentive Award
I	Special category – (PH) Secondary/Sr. Secondary teachers/Principals/Vice Principals and Misc. teachers	02	01
II	Special Category – (PH) PRTs, including PRT Music and H.M	02	01
III	Special Category – (PH) Non teaching staff	01	01
	<b>Total</b>	<b>05</b>	<b>03</b>

Further, an expenditure of Rs. 3,20,000/- (Three lakhs twenty thousand only) may be incurred by the KVS. Break up is as follows:

1. KVS Incentive Awards – 5 X Rs. 10,000 = Rs. 50,000 (fifty thousand only).
2. Regional Incentive Awards – 18 X Rs. 5000 = Rs. 2,70,000/- (Two lakhs seventy thousand only)

**SUPPL. ITEM NO.1(7) :**

**EFC MEMO FOR OPENING OF KVs IN PPP MODE IN DISTRICTS NOT HAVING KENDRIYA VIDYALAYAS IN CIVIL SECTOR.**

It was felt that PPP model was not in keeping with the mandate of KVS. Opening of KVs has been aimed at providing education to wards of transferable Central Government Employees including defence personnels. Dilution of this mandate cannot be accepted. Therefore, the **AAC did not recommend the introduction of the scheme of opening of new KVs under the PPP mode.**

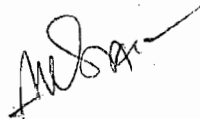
*AWD*

**SUPPL. ITEM NO.1(SUPPL. ITEM NO.1) :**

**REVIEW OF VIDYALAYA TIME TABLE, STAFFING NORMS AND WORK ALLOCATION TO TEACHERS IN VIEW OF IMPLEMENTATION OF THE PROVISION OF RTE AND CCE.**

The Committee approved the recommendations as given below:

1. As per the recommendations of RTE Act 2009, the teacher-student ratio in Primary and Upper Primary is to be maintained as 1:40 and 1:35 respectively. Therefore in KV's wherever average enrolment in primary and secondary (to be taken as two separate units) exceeds 50, teachers may be appointed on contract basis with provision to pay out of school fund.
2. RTE Act 2009 envisages 45 hrs of work per week. i.e. 7 hrs. 30 mts. per day. This includes planning/ preparation/checking and other follow up work. School functions for 6 hrs. 10 mts. Therefore teachers may be retained after school hours for additional 1 hour 20 minutes which can be used for planning/ preparation/ checking/follow up work and for ensuring safe arrival and exit of students before and after school hours.
3. 08 period time table may be followed in KVs with 45 mts. duration in the 1<sup>st</sup> and fifth periods and 40 mts. duration for the remaining (**Model time table placed at Appendix- G (Page-33)**).
4. Number of periods may be 07 each for both English and Hindi for classes VI to X. For Primary Section, the number of periods allotted will be 8 each for English and Hindi. Periods for developing proficiency in spoken language will be carved out from periods allotted for the respective languages.
5. Wherever a Foreign Language is offered in lieu of Sanskrit, periods as allotted to Sanskrit will be utilized to teach the respective foreign language.
6. Of the 7/8/8 periods allotted for Maths for classes VI to VIII/ IX/ X, 01 period is to be earmarked separately for Maths Lab activity.
7. Of the 6/7/7 periods allotted for Science for classes VI to VIII/IX/ X, 01 period is to be earmarked separately for Lab activity. For classes XI & XII, 09 periods are allotted for all Elective Subjects with the break up of 5(Theory)+4(practicals) for subjects involving practicals. One batch for practicals may comprise of 20-25 students.
8. 02 periods each per week be allotted for WET and ART EDUCATION for classes I to X.
9. 01 library period for class X be allotted by shifting 01 period from Games/Yoga i.e. class X will have 03 periods for games/Yoga instead of 04.
10. One period for Work Experience will be allotted during school hours itself for classes XI and XII by allotting a period from Games/Yoga periods.
11. 01 period is to be allotted for CCA in all classes from I to XII. In case 01 period is insufficient for CCA activities, a zero period is to be framed to conduct the activities effectively.
12. RTE 2009 envisages one full time Head Teacher for the classes VI –VIII. It is recommended that one V.P. post may be sanctioned in all the KVs having classes up to XII irrespective of strength. V.P. in these schools will also act as Head Teacher for Upper Primary. In case of schools with 03 to 04 sections one more V.P. post may be sanctioned. In case of schools with 05 sections or more, three V.P. posts may be sanctioned to meet the requirement of proper monitoring supervision and accountability. The responsibilities of the existing V.P. may be defined in such a way as to enable him/her to work as Head Teacher for Upper Primary.
13. Wherever PGTs don't fulfill their requisite/allotted quota of periods in Secondary/Sr. secondary sections, the balance periods will be adjusted



by allotting periods in the upper primary classes in the interest of students and the institution.

14. Wherever TGT (Sanskrit) teachers don't fulfill their requisite/allotted quota of periods in Upper Primary & Secondary Sections the balance periods will be adjusted by allotting teaching periods of Hindi.
15. CCE warrants more time for the teachers during class room activities. Therefore 2 block periods per subject per week to be planned in the time table of primary & secondary classes.

Regarding recommendation No. 12 the Committee in principle approved the proposal with recommendation that it should also be examined in the Finance Committee where full financial implication should be presented and considered.

**ADDITIONAL ITEMS DISCUSSED (1)**

**VOCATIONAL EDUCATION IN KVs.**

It was suggested that KVS should associate with National Vocational Education Qualification Framework (NVEQF) programme as this would benefit students. The NVEQF programme will be integrated with mainstream education which would provide an alternative Vocation based education to students.

**ADDITIONAL ITEMS DISCUSSED (2)**

**REVIEW OF PHYSICALLY HANDICAPPED TEACHERS.**

KVS is following the Govt. policy for the recruitment of Physically Handicapped (PH) teachers. However, in particular subjects like Maths it has been reported by Principals that Visually Impaired teachers are not able to cope and are not effective.

The AAC recommended that a Committee may be constituted to study this issue and to come up with suggestions to make their teaching more effective.

**ADDITIONAL ITEMS DISCUSSED (3)**

**TEACHER TRAINING PROGRAMMES IN ENGLISH IN COLLABORATION WITH EFLU, HYDERABAD.**

KVS has been associating with EFLU, Hyderabad for training of teachers as Master Trainers for improving Spoken English among the staff and students. 30 teachers were trained in July, 2011 and presently KVS is in the process of working out an MOU with EFLU for a continuous programme schedule.

In this regard it was advised by AAC that first of all a report should be taken of the follow up work being done by the 30 Master Trainers trained in July, 2011. Further, a programme be drawn of trainings to be conducted by them in the future.

Secondly, training programmes be scheduled with EFLU for training Master Trainers within March 2012.

Training programmes through IGNOU also need to be pursued. In this connection, Vice Chairman desired that a meeting be scheduled with Vice Chancellor, IGNOU.

*Ansari*

**SUPPL. ITEM NO.02: DECENTRALISATION OF POWERS FOR RECRUITMENT OF SUB-STAFF  
IN THE KENDRIYA VIDYALAYA SANGATHAN.**

The Board approved delegation of powers for recruitment of Sub-staff to the Deputy Commissioner at regional level for the vacancies available at Regional Office and Kendriya Vidyalayas under their jurisdiction.

**SUPPL. ITEM NO.03: CONSTITUTION OF THE COUNCIL UNDER THE SCHEME OF JOINT  
CONSULTATIVE MACHINERY OF THE KVS.**

The Board approved the amendment (along with the justification placed before it) in the Education Code for KVs as per the agenda as under:

Appendix XLII (B) sub-head VI (B) (5) i.e. "Representatives on the Official Side" as under to make the constitution of JCM more practicable:

S. No.	Existing Provision		Amended Provision	
1	Deputy Commissioner (Admn.) Kendriya Vidyalaya Sangathan	Member Secretary	Joint Commissioner (dealing with JCM matters) Kendriya Vidyalaya Sangathan	Member Secretary

The Meeting ended with a vote of thanks to the Chair.





**LIST OF MEMBERS WHO ATTENDED THE 91<sup>ST</sup> MEETING OF THE BOARD OF GOVERNORS OF KVS HELD ON 19TH JANUARY, 2012 IN THE CONFERENCE HALL, ROOM NO. 112, 'C' WING SHASTRI BHAWAN, NEW DELHI.**

1. **Shri. Kapil Sibal,**  
Hon'ble Minister of HRD. (Govt of India) &  
**Chairman, KVS**  
Shastri Bhawan,  
New Delhi
2. **Smt. Anshu Vaish,**  
Secretary (SE&L),  
**Deputy Chairman, KVS**  
Ministry of Human Resource Development,  
Shastri Bhawan, New Delhi.
3. **Shri Ashok Thakur,**  
Special Secretary &  
**Vice- Chairman, KVS**  
Ministry of Human Resource Development  
Shastri Bhawan, New Delhi
4. **Sh. Apurva Chandra,**  
Joint Secretary (SE&L),  
Ministry of Human Resource Development,  
Shastri Bhawan, New Delhi.
5. **Major General P. Chakraborty,**  
Additional Dir. Gen. Army Education & Col Commandant  
Army Educational Corps,  
MT Directorate, GS Branch,  
Army Headquarters, New Delhi.
6. **Commodore Ghanashyam Ojha,**  
Principal Director  
Directorate of Education,  
Naval Headquarters,  
2nd Floor, West Block-5, Wing-2, R.K.Puram, New Delhi.
7. **Air Vice Marshal Satyendra Kumar,**  
Assistant Chief of Air Staff (Education)  
Directorate of Education  
Air Headquarters,  
R.K.Puram, New Delhi
8. **Shri G.S.Bothiyal,**  
Commissioner  
Navodaya Vidyalaya Samiti  
A-28 Kailash Colony, New Delhi-110048

9. **Sh. Vineet Joshi,**  
Chairman,  
CBSE, Preet Vihar  
Delhi.
10. **Prof. Parvin Sinclair,**  
**Director**  
National Council of Educational Research and Training,  
Sri Aurobindo Marg, New Delhi
11. **Shri Avinash Dikshit , IDAS**  
Commissioner, KVS.[HQ]  
New Delhi.
12. **Shri O.M.Prabhakaran, ISS**  
Additional Commissioner (Admn.) &  
MEMBER SECRETARY, KVS & BOG.  
New Delhi.

**MEMBERS WHO COULD NOT ATTEND:**

1. **Smt. D. Purandeswari**  
Hon'ble Minister of State &  
Deputy Chairperson, KVS  
MHRD. Shastri Bhawan,  
New Delhi
2. **Shri Ajay Narayan Jha,**  
Joint Secretary & F.A  
Ministry of Human Resource Development  
Shastri Bhawan, New Delhi
3. **Shri Suresh Pal,**  
Joint Secretary & C.W.O, Deptt. of Personnel & A.R.  
Room No 384, Lok Nayak Bhawan,  
New Delhi.
4. **Shri Upmanyu Chatterjee, IAS**  
Jt. Secretary (Trg) & CAO,  
Ministry of Defence,  
Room No.155, E Block,  
Dalhousie Road  
New Delhi-110011
5. **Smt. Priya Dutt,**  
Hon'ble MP (Lok Sabha)  
C-1/27,  
Pandara Park,  
New Delhi-110003

6. **Shri. Ijyaraj Singh,**  
Hon'ble MP (Lok Sabha)  
Brijraj Bhawan,  
Civil Lines, Kota  
Rajasthan-324001

**SPECIAL INVITEES**

1. **Sh. U.N. Khaware,**  
Joint Commissioner (Acad.),  
KVS (HQRS),  
New Delhi
2. **Dr.E. Prabhakar,**  
Joint Commissioner (Pers.),  
KVS (HQRS),  
New Delhi
3. **Sh. S. Vijaya Kumar,**  
Joint Commissioner (Admn.),  
KVS (HQRS),  
New Delhi.
4. **Col. KN Padha,**  
OSD (Def),  
KVS (HQRS),  
New Delhi.PP
5. **Shri. K.K. Ahuja,**  
Superintendent Engineer,  
KVS (HQRS),  
New Delhi.
6. **Shri. B. S. Nagaraja,**  
Deputy Commissioner (Finance),  
KVS (HQRS),  
New Delhi.

APPENDIX

**AMENDMENTS IN CERTAIN PARAS OF KVS TRANSFER GUIDELINES.**

S. No	EXISTING PROVISIONS AS PER KVS TRANSFER GUIDELINES W.E.F  01-04-11	AMENDED PROVISIONS	JUSTIFICATION
1	<p><b>Clause 2 : Defination</b></p> <p>1. <b>Tenure:</b> The term shall be applicable only in respect of hard/very hard/NER station: 3 Years for hard stations, 2 Years for very hard station.</p>	<p><b>Clause 2 : Defination</b></p> <p>1. <b>Tenure:</b> The term shall be applicable only in respect of hard/very hard/NER station: 3 Years for hard stations, 2 Years for very hard station to be reckoned on 30<sup>th</sup> June of the year.</p>	<p>Transfers are generally ordered in the month of April to June and this will facilitate them to avail the benefit of current academic year also for reckoning tenure in hard station.</p>
2	<p><b>Clause 7 : Method for Administrative Transfer:</b></p> <p>As regards 5(c), to transfer a needy employee, as defined in clause 11(a) to a desired locations(s)/stations(s) mentioned in his/her request application form, an employee holding the same post with the highest displacement count, subject to not being below D-1 as prescribed herein below at the relevant location(s)/station(s) in the order of preference indicated by the needy employee, shall be liable to be displaced in the event there is no clear vacancy at the location(s)/station(s). If a needy employee indicates only one choice which happens to be a KV instead of a station then an employee holding the same post in the same KV having highest displacement count subject to not being below D-1 shall be likely to be displaced. On the other hand, if the choice indicated is that of a station than the employee having highest displacement count in the station subject to not being below D-1 shall be likely to be displaced.</p>	<p><b>Clause 7 : Method for Administrative Transfer:</b></p> <p>As regards 5(c), to transfer a needy employee, as defined in clause 11(a), to a desired station(s) mentioned in his/her request application form, an employee holding the same post with the highest displacement count, subject to not being below D-1 as prescribed herein below at the relevant stations in the order of preference indicated by the needy employee, shall be liable to be displaced in the event there is no clear vacancy at the station(s). However an employee seeking request transfer within same station can apply for KVs choice but such transfer will be consider only against vacancy and this will not effect station seniority of the employee and will be liable to be transferred/displaced in public interest.</p>	<p>During operation of the annual transfer process, some employees who had mentioned specific KVs as their choice location got preference over the ones who had opted for choice station even with lower Transfer counts. This led to filing of court cases by those employees who could not get transfer to their choice station even with higher Transfer counts. Hence in order to form uniformity the provision of citing choice for KVs should be dispensed with and the employees should be allowed to give 5 choice stations for Transfer/Displacement. Due to the provision of Intra-Station transfer there will be no effect on actual vacancy position.</p>

S N	EXISTING PROVISIONS AS PER KVS TRANSFER GUIDELINES W.E.F 01-04-11	AMENDED PROVISIONS	JUSTIFICATION
3	<p>Clause 8 :</p> <p>Employees may opt for a posting at hard/very hard/NER station. KVS shall post them to such location in a transparent manner as per prescribed calendar of activities. Such transfer though on request shall be treated as administrative in nature in accordance with clause 5(b) above.</p>	<p>Clause 8 :</p> <p>Employees below 40 years of age (as on 31 March of the year) who have not completed one tenure at hard/very hard/NE stations in continuous span in service and not presently posted to such stations and have completed one year stay at present station in present post. in their decreasing order of Displacement Count; can be posted in Hard/ Very Hard/ NER stations.</p> <p>Employees may opt for a posting at Hard/Very Hard/NER station in regular annual request transfer in the prescribed proforma itself. KVS shall post them to such location in a transparent manner as per prescribed calendar of activities. Such transfer though on request shall be treated Administrative in nature in accordance with clause 5(b) above.</p>	<p>This provision does not find mention under the clause even though +8 points have been allocated to the employees to be counted for Displacement Counts under Clause 6.</p> <p>This has led to litigation by the effected employees wherein the court has desired to know the clause under which such transfer was affected.</p>
4	<p>Clause 11: Method for Request Transfer.</p> <p>Request transfer for a post at a location/station shall be accommodated in decreasing order of "Transfer Count" computed on the basis of Clause 10 of competing employees..... 31st July.</p> <p>(a) Provided, a cut off .....</p> <p>there is no clear vacancy at the desired location(s)/station(s) in order of preference .....</p> <p>found in all the location(s)/ station(s) in order of preference..... may not be acceded to.</p>	<p>Clause 11: Method for Request Transfer.</p> <p>Request transfer for a post will be considered at a station only except for request of intra-station transfer and shall be accommodated in decreasing order of "Transfer Count" computed on the basis of Clause 10 of competing employees.....31st July.</p> <p>(a) Provided, a cut off .....</p> <p>there is no clear vacancy at the desired station(s) in order of preference .....</p> <p>found in all the station(s) in order of preference..... may not be acceded to.</p>	<p>During operation of the annual transfer process, some employees who had mentioned specific KVs as their choice location got preference over the ones who had opted for choice station even with lower Transfer counts. This led to filing of court cases by those employees who could not get transfer to their choice station even with higher Transfer counts. Hence in order to form uniformity the provision of citing choice for KVs should be dispensed with and the employees should be allowed to give 5 choice stations for Transfer/Displacement except in cases of intra-station transfer.</p>

## DECISION OF HON'BLE HRM AND CHAIRMAN KVS REGARDING KV TEHRAN.

S. No.	Decision/ Approval of Hon'ble HRM	Justification
1.	To release Rs. 43 Lakh as a budgetary support to the Kendriya Vidyalaya, Tehran to pay the arrears to teachers as per the recommendations of 6 <sup>th</sup> Pay Commission.	The Kendriya Vidyalaya Tehran was established in 2004 on Self-Financing basis but it has not been able to generate sufficient funds to pay the salaries of teachers and generate funds for the development of the schools. KVS had deputed a total of 11 teachers to KV Tehran which has now reduced to 8 in view of financial difficulties. The staff deputed by KVS have not been paid arrears of pay and allowances as per the recommendations of the Sixth Pay Commission for the period from 01.01.2006 to 31.12.2009, Further the staff posted are not being paid foreign allowance as per their entitlement. Since the staff of KVS deputed to KV Tehran are regular employee of KVS and they have been posted to KV Tehran under orders of KVS, the staff cannot be denied their dues in terms of salaries and allowances even if the KV is unable to generate sufficient funds.
2.	To treat the Loan of Rs. 15 Lakh paid to KV, Tehran in 2007 as budgetary support provided by KVS	
3.	The regular KVS teachers may be paid foreign allowance at par with their counter part working in Embassy of India and other Kendriya Vidyalayas in abroad retrospectively for which the budgetary support may be provided by KVS	
4.	That in future KVS may bear the full salary expenditure of its staff deputed to KV, Tehran while foreign allowance for such staff and the expenditure on local staff may continue to be borne by KV, Tehran to tide over the financial difficulties of KV, Tehran and allow it to invest funds for other activities.	

RECRUITMENT RULES FOR THE POST OF LDC

Sl. No.	Details	Existing Recruitment Rules	Amended Recruitment Rules	Justification
1.	Name of post	LDC	LDC	
2.	No. of posts	1185 (as on 01-04-2008) which is subject to variation depending on workload.	1408 (as on 01-04-2011) which is subject to variation depending on workload.	
3.	Classification	Group 'C'	Group 'C'	
4.	Scale of pay	Rs.3050-75-3950-80-4590	Rs.5200-20200 with Grade Pay of Rs.1900/-	
5.	Whether selection or non-selection post	Non-Selection	Non-Selection	
6.	Age limit for direct recruits	27 years. No age bar in the case of employees of the Kendriya Vidyalaya Sangathan. Age relaxation for SC/ST and other categories as applicable under Govt. of India rules would be applicable.	18 to 27 years. No age bar in the case of employees of the Kendriya Vidyalaya Sangathan. Age relaxation for SC/ST and other categories as applicable under Govt. of India rules would be applicable.	
7.	Educational & other qualifications required for direct recruits	<p>i) Matriculation or equivalent.</p> <p>ii) Typing Speed at least 30 w.p.m. in English for English Typist and 25 w.p.m. in Hindi for Hindi Typist.</p> <p>iii) Working knowledge of Hindi.</p> <p>iv) Knowledge of Computer Applications.</p> <p><b>Note :</b> The qualification of typing mentioned in the Recruitment Rules will not apply in the case of Physically Handicapped persons who are certified as being unable to type by the Medical Board attached to the Special Employment Exchange for the Handicapped (or by a Civil Surgeon where there is no such Board)</p>	<p>i) Class XII pass or equivalent from recognized board or University.</p> <p>ii) A typing Speed of 35 w.p.m. in English or 30 w.p.m. in Hindi on Computer.</p> <p>iii) Working knowledge of Hindi.</p> <p>iv) Knowledge of Computer Applications.</p> <p><b>Note :</b> The qualification of typing mentioned in the Recruitment Rules will not apply in the case of Physically Handicapped persons who are certified as being unable to type by the Medical Board attached to the Special Employment Exchange for the Handicapped (or by a Civil Surgeon where there is no such Board)</p>	



8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	i) Age -No ii) Qualification - Yes	i) Age -No ii) Qualification - Yes, to the extent indicated in Col. 11	
9.	Period of probation, if any.	2 years	2 years	
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation/transfer & percentage of the vacancies to be filled by various methods	10 % by promotion. 90 % by direct recruitment.	10% by Promotion. 90% by direct recruitment	
11.	In case of recruitment by promotion/ deputation/ transfer to be made, grades from which promotion/ deputation/ transfer to be made.	By promotion from the existing Group 'D' employees of KVS with atleast 04 years regular service subject to fulfillment of educational qualifications prescribed for the post at Sl. No. 7.	By promotion from the existing Sub-staff of KVS with atleast 03 years regular service and educational qualifications of matriculation (class X) pass on Seniority-cum-fitness basis.	
12.	If a DPC exists what is its composition for probation and confirmation.	Assistant Commissioner (Admn.) -Chairman Sr. Admn. Officer- Member Sr. Principal-Member	Dy Commissioner (Admn.) -Chairman Asstt. Commissioner (Admn.)- Member Principal-Member	

MEMORANDUM OF UNDERSTANDING.

The Memorandum of Understanding (MOU for short) made this the \_\_\_\_\_ (day & month) of \_\_\_\_\_ (Year) between Kendriya Vidyalaya Sangathan (hereinafter referred to as the Sangathan) of the one part and \_\_\_\_\_ (hereinafter referred to as the \_\_\_\_\_) of the other part, whereby it is agreed as follows:

1. That in consideration of the resolution dated \_\_\_\_\_ passed by the ( Party of the other part i.e.,) \_\_\_\_\_ that the Sangathan may open and manage a KV at \_\_\_\_\_ and in consideration of the terms of the said resolution, the Sangathan is prepared to open and manage a KV at \_\_\_\_\_.

2. That the (party of the other part i.e.) \_\_\_\_\_ shall bear all costs of opening and running the KV at \_\_\_\_\_.

(The concerned Ministry, through its Secretary shall also convey their concurrence to the Memorandum of Understanding through a separate letter).

3. That the (Party of the other part i.e.,) \_\_\_\_\_ shall provide suitable temporary accommodation to start the Vidyalaya if permanent building is not available and shall provide adequate land as per requirement of the Sangathan and shall construct the building upon the said land (more fully described in the schedule attached hereto) for opening of the KV by the Sangathan.

Contd....

4. That the Sangathan shall provide teaching and non-teaching staff after the KV is opened at \_\_\_\_\_.
5. That it is the bounden duty of the (other part i.e.) \_\_\_\_\_ to provide the entire infrastructure necessary to start functioning the KV at \_\_\_\_\_ such as furniture, building, fixtures etc.
6. That for running of KV \_\_\_\_\_, the \_\_\_\_\_ agrees to bear all recurring expenditure such as pay & allowances of the staff engaged/employed in the KV and contingency expenditure besides the overhead charges, development charges, the non-recurring expenditure pertaining to various heads of account including furniture, laboratory equipments, games and sports, library, audio-visual aids etc. The administrative overhead charges from the sponsoring project authorities will be charged @ 15% of the actual expenditure of the Project Vidyalaya. The party of the other part will deposit the amount required for six months by the Vidyalaya in Escrow Account as a security. Further, the annual requirement of the Vidyalaya will be deposited in the Bank Account of the Vidyalaya in two advance instalments in the month of April & October. In case of failure to deposit the money, in advance, in the Vidyalaya's Account, the Sangathan will operate the Escrow Account for transfer of funds. In case the Project authorities fail to remit the funds and there is a delay in disbursement of salary to the staff of the KV, the Project authorities shall be liable for payment of penal interest @ 2% per month.

Contd.....

7. That the Sangathan shall admit the children of the employees of the party of the other part according to the priority prescribed under the admission guidelines of the Sangathan as amended from time to time and that the decision of the Sangathan regarding the implementation of the provision of the Admission guidelines shall be final and binding between the parties. It is further provided that should there be any vacancy existing after admitting the wards of Project employees, such vacancies will be filled up according to the priority of Sangathan's norms.
8. That the pattern of teaching and syllabi for studies of the children in the KV at \_\_\_\_\_ shall be decided by the Sangathan.
9. That the services of teaching and non-teaching staff of the KV \_\_\_\_\_ shall be regulated in accordance with the rules of the Sangathan as framed/adopted or amended from time to time with the approval of the Competent Authority of Sangathan.
10. That it is the bounden duty of the party of the other part to provide 100% residential accommodation to the staff of the Sangathan on payment of licence fee charges for water and electricity at the same rates as applicable in the case of the employees of the party of the other part, viz. \_\_\_\_\_ and the expenses incurred for providing such accommodation and maintenance thereof shall be borne by the party of the other part.

Contd....

11. That the Sangathan shall constitute the Vidyalaya Management Committee as per the provisions of Education Code for Kendriya Vidyalayas.
12. That in case, the party of the other part fails to comply with all or any of the commitments given hereinabove, the Sangathan is free to take such decision as may suit its convenience and such decision shall be final, binding upon the party of the other part. However, it is provided that KV \_\_\_\_\_ shall not be allowed to be closed for the breach committed by the party of the other part and in case such a situation arises, it shall be the duty on the part of the other part to pay damages and keep the Sangathan indemnified.
13. It is further provided that should there be any difference of opinion arising out of the implementation of the present MOU, the decision of the Commissioner, KVS shall be final.
14. It is also provided that in case of any dispute arising out of this MOU, the same shall be referred to a sole arbitrator for his/her decision as per the law in force and the appointment of the sole arbitrator shall be carried out by the Commissioner, KVS whose decision in this regard will be final and binding between the parties.

Contd....

15. This MOU will be in force for a period 10 years from the date of execution and will be renewed subject to satisfactory fulfillment of terms and conditions of the MOU.

(Kendriya Vidyalaya Sangathan)  
(Party of the one part)

\_\_\_\_\_  
(Party of the other part)

Witnesses:

1. \_\_\_\_\_

1. \_\_\_\_\_

2. \_\_\_\_\_

2. \_\_\_\_\_

**Maintenance and preparation of Annual Performance Assessment Reports—Communication of all entries for fairness and transparency in Public Administration.**

Kendriya Vidyalaya Sangathan has adopted the Annual Performance Assessment Report (APAR) in place of erstwhile Annual Confidential Report (ACR) for its various teaching and non-teaching category of posts. Necessary circular in this aspect was issued on 29.03.2011 with the approval of the Hon'ble Chairman, KVS. Thereafter, the decision of the Hon'ble Chairman, KVS was got ratified by the BOG of KVS in its 90<sup>th</sup> meeting held on 30.08.2011. The Sangathan have implemented the instructions of Government of India in its totality in adopting new APAR system with minor changes in view of the practical requirements of the Sangathan.

While implementing the revised proformae of APAR for Group-A, Group-B, Group-C for non-teaching category posts and Proforma-D for teaching category posts the following difficulties/discrepancies have been noticed:-

**a) APAR Proforma-A for Group-A Officers:**

In Part-3, Kendriya Vidyalaya Sangathan has added self assessment column no. 3 & 4 for filling up by the Officer reported upon, whereas these 02 columns were not prescribed by the Department of Personnel & Training, Government of India. Since the Part-2 of the Proforma is sufficient for submitting self assessment report thus, KVS also considers these two columns unwarranted.

The Board approved the deletion of column no. 3 & 4 from Part-3 (sub-part A, B & C) of APAR Proforma-A meant for Group-A Officers from the assessment year 2011-12.

**b) APAR Proforma-A (Group-A posts), Proforma- B (Group-B posts), Proforma-C (Group-C posts), & Proforma-D for Teaching Staff:**

In Part-4, sub-head 6 and Part 5, sub-head 4 the provision is available for Pen-Picture by Reporting Officer/ Reviewing Officer (**in about 100 words**) on the overall qualities of the officer. While implementing the said provision, it has been observed that in the matter of various types of teaching and non-teaching category posts in Kendriya Vidyalayas the Reviewing Officers have to fill-up the Pen-Picture of a lot of employees such as the Assistant Commissioners, of the concerned Regional Office has to fill up the Pen-Picture of more than 1000 teachers/ employees which has been observed very difficult for any Reviewing Officer to right 100 words Pen Picture for each of the officer reported upon.

The Board approved the amendment in the Pen-Picture clause of Part- 5 and B & C under APAR Proforma-A, Proforma-B, Proforma-C and Proforma-D and as under:

S.No.	Existing clause	Amended clause
1	<p style="text-align: center;"><b><u>Clause 3</u></b></p> <p>In case of disagreement, please specify the reasons. Is there anything you wish to modify or add?</p>	<p style="text-align: center;"><b><u>Clause 3</u></b></p> <p>In case of disagreement, including Pen-Picture please specify the reasons. Is there anything you wish to modify or add?</p>
2	<p style="text-align: center;"><b><u>Clause 4</u></b></p> <p>Pen-Picture by Reviewing Officer. Please comment (in about 100 words) on the overall qualities of the Officer including area of strengths and lesser strength and his attitude towards weaker section.</p>	<p style="text-align: center;"><b><u>Clause 4</u></b></p> <p>To be deleted.</p>

c) APAR Proforma-A (Group-A posts), Proforma- B (Group-B posts), Proforma-C (Group-C posts), & Proforma-D for Teaching Staff:

S.No.	Existing clause	Amended clause
1	<p><b>Proforma-A (Part-3) (B&amp;C)</b></p> <p>Column 7- Revised grades by reviewing authority (if does not agree with col. 5)</p>	<p><b>Proforma-A (Part-3) (B&amp;C)</b></p> <p>Column 7- Grade by reviewing authority.</p>
2	<p><b>Proforma-B, C &amp; D (Part-3) (B&amp;C)</b></p> <p>Column 5- Revised grades by reviewing authority (if does not agree with col. 3)</p>	<p><b>Proforma-B, C &amp; D (Part-3) (B&amp;C)</b></p> <p>Column 5- Grade by reviewing authority.</p>



MODIFICATIONS ARE PROPOSED IN EXISTING ADMISSION GUIDELINES TO IMPLEMENT FOR THE YEAR 2012-13.

SUBJECT: GUIDELINES FOR ADMISSION TO KENDRIYA VIDYALAYAS (2012-13)

Article No.	Existing provision	Modified provision	Remarks																																																																					
4(A)	<p><b>ELIGIBLE AGE FOR ADMISSION</b></p> <p>A child must be 5 years old on 31<sup>st</sup> March in the academic year in which admission is being sought for admission to class I and for admission to class II the age must be 6 years. For class III age must be 7 years and for class IV age must be 8 years as on 31<sup>st</sup> March, 2011. For remaining classes, the eligible age will be calculated as on 30<sup>th</sup> September of the Academic year.</p> <table border="1"> <thead> <tr> <th>CLASS</th> <th>MINIMUM AGE ON 31<sup>ST</sup> MARCH OF THE YEAR IN WHICH ADMISSION IS SOUGHT</th> <th>MAXIMUM AGE ON 31<sup>ST</sup> MARCH OF THE YEAR IN WHICH ADMISSION IS SOUGHT</th> </tr> </thead> <tbody> <tr> <td>I</td> <td>5 years</td> <td>7 years</td> </tr> <tr> <td>II</td> <td>6 years</td> <td>8 years</td> </tr> <tr> <td>III</td> <td>7 years</td> <td>9 years</td> </tr> <tr> <td>IV</td> <td>8 years</td> <td>10 years</td> </tr> <tr> <td>V</td> <td>9 years</td> <td>11 years</td> </tr> </tbody> </table> <table border="1"> <thead> <tr> <th>CLASS</th> <th>MINIMUM AGE ON 30<sup>TH</sup> SEPTEMBER OF THE YEAR IN WHICH ADMISSION IS SOUGHT</th> <th>MAXIMUM AGE ON 30<sup>TH</sup> SEPTEMBER OF THE YEAR IN WHICH ADMISSION IS SOUGHT</th> </tr> </thead> <tbody> <tr> <td>VI</td> <td>10 years</td> <td>12 years</td> </tr> <tr> <td>VII</td> <td>11 years</td> <td>13 years</td> </tr> <tr> <td>VIII</td> <td>12 years</td> <td>14 years</td> </tr> <tr> <td>IX</td> <td>13 years</td> <td>15 years</td> </tr> <tr> <td>X</td> <td>14 years</td> <td>16 years</td> </tr> </tbody> </table>	CLASS	MINIMUM AGE ON 31 <sup>ST</sup> MARCH OF THE YEAR IN WHICH ADMISSION IS SOUGHT	MAXIMUM AGE ON 31 <sup>ST</sup> MARCH OF THE YEAR IN WHICH ADMISSION IS SOUGHT	I	5 years	7 years	II	6 years	8 years	III	7 years	9 years	IV	8 years	10 years	V	9 years	11 years	CLASS	MINIMUM AGE ON 30 <sup>TH</sup> SEPTEMBER OF THE YEAR IN WHICH ADMISSION IS SOUGHT	MAXIMUM AGE ON 30 <sup>TH</sup> SEPTEMBER OF THE YEAR IN WHICH ADMISSION IS SOUGHT	VI	10 years	12 years	VII	11 years	13 years	VIII	12 years	14 years	IX	13 years	15 years	X	14 years	16 years	<p>A Child must be 5 years old as on 31<sup>st</sup> March in the academic year in which admission is sought for Class I.</p> <p>The minimum and maximum age for admission in Kendriya Vidyalayas in various classes is given below:</p> <table border="1"> <thead> <tr> <th>CLASS</th> <th>MINIMUM AGE ON 31<sup>ST</sup> MARCH OF THE YEAR IN WHICH ADMISSION IS SOUGHT</th> <th>MAXIMUM AGE ON 31<sup>ST</sup> MARCH OF THE YEAR IN WHICH ADMISSION IS SOUGHT</th> </tr> </thead> <tbody> <tr> <td>I</td> <td>5 years</td> <td>7 years</td> </tr> <tr> <td>II</td> <td>6 years</td> <td>8 years</td> </tr> <tr> <td>III</td> <td>7 years</td> <td>9 years</td> </tr> <tr> <td>IV</td> <td>8 years</td> <td>10 years</td> </tr> <tr> <td>V</td> <td>9 years</td> <td>11 years</td> </tr> <tr> <td>VI</td> <td>10 years</td> <td>12 years</td> </tr> <tr> <td>VII</td> <td>11 years</td> <td>13 years</td> </tr> <tr> <td>VIII</td> <td>12 years</td> <td>14 years</td> </tr> <tr> <td>IX</td> <td>13 years</td> <td>15 years</td> </tr> <tr> <td>X</td> <td>14 years</td> <td>16 years</td> </tr> </tbody> </table> <p><b>Note 1:</b> The above rule is not applicable to existing students of Kendriya Vidyalayas in the country.</p> <p><b>2.</b> The maximum age would be further relaxed by two years to handicapped children only by the Principal.</p>	CLASS	MINIMUM AGE ON 31 <sup>ST</sup> MARCH OF THE YEAR IN WHICH ADMISSION IS SOUGHT	MAXIMUM AGE ON 31 <sup>ST</sup> MARCH OF THE YEAR IN WHICH ADMISSION IS SOUGHT	I	5 years	7 years	II	6 years	8 years	III	7 years	9 years	IV	8 years	10 years	V	9 years	11 years	VI	10 years	12 years	VII	11 years	13 years	VIII	12 years	14 years	IX	13 years	15 years	X	14 years	16 years	
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<p>5</p>	<p><b>METHOD OF ADMISSION</b></p> <p><b>A. In Class I (RTE Act 2009 – section 12(1)(c) ) (Sec Annexure –V)</b></p> <p>To fulfil the constitutional mandate of reservation to SC/ST and also to implement the provisions of RTE Act under Rule 12(1) c following procedure shall be adopted for admission to class I (with class strength of 41).</p> <p><b>Step I</b> All applications received, shall be scrutinized and separated in following bunches:-</p> <ul style="list-style-type: none"> <li>i) All general category candidates including disabled of the same category.</li> <li>ii) All SC candidates including disabled.</li> <li>iii) All ST candidates including disabled.</li> <li>iv) All other candidates belonging to other disadvantaged group like economically weaker sections socially weaker sections including disabled.</li> </ul> <p><b>Step II</b> (Admission to 25% of seats)</p> <ul style="list-style-type: none"> <li>(a) All applications of (ii) above shall be taken for draw of lots and 6 candidates (15%) will be selected by draw of lots.</li> <li>(b) All applications of (iii) above shall be taken for draw of lots and 3 candidates (7.5%) will be selected by draw of lots.</li> <li>(c) For remaining 1 seat all applications of (iv) above as well as disabled children belonging to all categories will be taken for draw of lots. Unsuccessful disabled children belonging to SC/ST category will be included in this draw of lots.</li> </ul> <p><b>Step III</b> Remaining 31 (75%) seats shall be filled up by KVS own system of admission based on priority categories of employees treating all candidates as general</p>	<p><b>METHOD OF ADMISSION</b></p> <p><b>A. In Class I (RTE Act 2009 – section 12(1)(c) ) (Sec Annexure –V)</b></p> <p>To fulfil the constitutional mandate of reservation to SC/ST and also to implement the provisions of RTE Act under Rule 12(1) c following procedure shall be adopted for admission to class I (with class strength of 41).</p> <ul style="list-style-type: none"> <li>1. In first phase 31 seats in Class I should be filled as per existing category system in KVS irrespective of reservation. (However, 01 seat may be granted to disabled child of any category under 3% horizontal reservation)</li> <li>2. The children secured admission in 1<sup>st</sup> phase will not be included in 2<sup>nd</sup> phase (RTE system). However, the unsuccessful candidates in 1<sup>st</sup> phase, if otherwise, eligible in RTE quota will be included in 2<sup>nd</sup> phase (RTE Quota).</li> <li>3. In 2<sup>nd</sup> phase, the remaining 10 seats will be filled as per RTE provisions (25% of seats)</li> </ul> <ul style="list-style-type: none"> <li>(a) All applications of Scheduled Caste candidates will be subjected to random method (Lottery System) to select 6 candidates.</li> <li>(b) All applications of (Scheduled Tribe) candidates will be subjected to random method (Lottery System) to select 3 candidates.</li> <li>(c) All applications of Economically Weaker Section (EWS)/Below Poverty Line (BPL)/OBC (Non Creamy Layer)/Disabled Children will be subjected to random method (Lottery System) to select 1 candidate.</li> </ul> <p><b>Note:</b> If adequate number of candidates are not available in (a), (b), &amp; (c), the admission may be granted by interchanging the above three</p>	
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	<p>category candidates (unsuccessful of step II - a, b &amp; c will also be included). Out of these 31 seats, 1 seat will go to disabled child of General Category as the same is due against 3% horizontal reservation. 01 candidate shall be granted admission over and above the class size to ensure that presently available 31 seats to General Category candidates remain intact.</p>	<p><b>categories to fill all 10 seats in that sequence. In no case these seats will be de-reserved for General Category.</b></p>	
<p>6(D)</p>	<p><b>CLASS XI ADMISSIONS:-</b></p> <p>Fresh admissions would be made after accommodating all the eligible students of the same KV in the entitled stream and thereafter other KVs. Fresh admission for remaining vacancies would be made in order of merit in the sequence of categories of priority on the basis of the board results of class X. There would be no fresh admission in class XI over and above the class strength. Admissions in different streams for children seeking admission from KVs &amp; non-KVs would be made on fulfilment of the following requirements:</p> <p>The cut off Grade and CGPA for admissions in Science, Commerce &amp; Humanities streams would be as under:</p> <p><b>i. <u>Science Stream</u></b></p> <p><b>(i) <u>Science with Mathematics</u></b></p> <p>(a) A Minimum of C1 GRADE in Maths          (b) A Minimum of C1 GRADE in Science          (c) Average Grade point in Maths &amp; Science taken together must be 6.5          (d) A Minimum of 6.0 CGPA</p> <p><b>(ii) <u>Science without Maths</u></b></p> <p>Science without mathematics may be allowed if the student has secured C1 GRADE in Science with at least 6.0 CGPA</p>	<p><b>(C) CLASS XI ADMISSIONS:-</b></p> <p>Fresh admissions would be made after accommodating all the eligible students of the same KV in the entitled stream and thereafter other KVs. Fresh admission for remaining vacancies would be made in order of merit in the sequence of categories of priority on the basis of the board results of class X. Admissions in different streams for children seeking admission from KVs &amp; non-KVs would be made on fulfilment of the following minimum requirements:</p> <p>The cut off Grade and CGPA as per CBSE documents (irrespective of scaling of the grade) for admissions in Science, Commerce &amp; Humanities streams would be as under:</p> <p><b>i) <u>Science Stream</u></b></p> <p><b>(i) <u>Science with Mathematics</u></b></p> <p>(a) A Minimum of B1 GRADE in Maths          (b) A Minimum of B1 GRADE in Science          (c) A Minimum of 7.6 CGPA</p> <p><b>(ii) <u>Science without Maths</u></b></p> <p>Science without mathematics may be allowed if the student has secured B1 GRADE in Science with at least 7.6 CGPA</p>	

	<p><b>iii) Commerce Stream.</b></p> <p>(a) A minimum of 5.4 CGPA          (b) Mathematics can be offered with Commerce if the student has obtained a minimum of C1 GRADE in Mathematics.</p> <p><b>(iii) Humanities Stream</b></p> <p>All students of Kendriya Vidyalayas if they are declared successful by the CBSE would be given admission. However, Humanities with mathematics can be offered if at least C1 GRADE is obtained in Mathematics.</p> <p><b>Note: INFORMATICS PRACTICES AS AN ELECTIVE SUBJECT IS OFFERED TO ALL STREAMS. ADMISSION TO THIS WOULD BE GRANTED AS PER THE COMBINED MERIT LIST.</b></p>	<p><b>iii) Commerce Stream.</b></p> <p>(a) A minimum of 6.4 CGPA          (b) Mathematics can be offered with Commerce if the student has obtained a minimum of B1 GRADE in Mathematics.</p> <p><b>iv) Humanities Stream</b></p> <p>All students of Kendriya Vidyalayas if they are declared successful by the CBSE would be given admission:</p> <p>a). Humanities with mathematics can be offered if at least B1 GRADE is obtained in Mathematics.          b) Humanities with Economics can be offered with minimum of 6.0 CGPA.          c) Students who are <b>NOT</b> eligible/<b>NOT</b> opting for Economics will be offered Political Science or Sociology or Psychology.</p> <p><b>NOTE: INFORMATICS PRACTICES AS AN ELECTIVE SUBJECT IS OFFERED TO ALL STREAMS. ADMISSION TO THIS WOULD BE GRANTED AS PER THE COMBINED MERIT LIST.</b></p> <p><b>Computer Science / Bio-Technology,</b> wherever available as an elective subject is to be offered to students of Science Stream and admission would be granted as per combined merit list. Multi-media &amp; Web-Designing Technology (wherever available) as elective subject may be offered to students of all the streams (Commerce, Humanities &amp; Science)</p>	
<p>10(X) A</p>	<p>For Class I, certificate of proof of age in the form of a birth certificate issued by the authority competent to register births. This will include certificates from Notified Area Council / Municipality / Municipal Corporation extract about the date of birth from records of Village Panchayat, Military Hospital and service records of Defence personnel. For other classes, the date of birth recorded in the transfer certificate issued by a school recognized by the State Education Department would be accepted. <u>Admissions upto class-V may be granted without any school transfer certificate provided the child is otherwise eligible and his birth certificate has been issued by a Govt. body.</u></p>	<p><b>10(IX) A</b></p> <p>For Class I, certificate of proof of age in the form of a birth certificate issued by the authority competent to register births. This will include certificates from Notified Area Council / Municipality / Municipal Corporation extract about the date of birth from records of Village Panchayat, Military Hospital and service records of Defence personnel or affidavit. For other classes, the date of birth recorded in the transfer certificate issued by a school recognized by the State Education Department would be accepted. <b>The original certificate of date of birth should be returned to</b></p>	

		<p><b>the parent after verification.</b> <u>Admissions upto class-VIII may be granted without any school transfer certificate provided the child is otherwise eligible and his birth certificate has been issued by a Govt. body.</u></p>	
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Model 8 period Time-Table for single shift Kendriya Vidyalayas

Period	Time	
	From	To
Morning Assembly	07:30 A.M.	07:50 A.M.
I	07:50 A.M.	08:35 A.M.
II	08:35 A.M.	09:15 A.M.
III	09:15 A.M.	09:55 A.M.
IV	09:55 A.M.	10:35 A.M.
RECESS	10:35 A.M.	10:55 A.M.
V	10:55 A.M.	11:40 A.M.
VI	11:40 A.M.	12:20 P.M.
VII	12:20 P.M.	01:00 P.M.
VIII	01:00 P.M.	01:40 P.M.

Model 8 period Time-Table for double shift Kendriya Vidyalayas

Period	I Shift		Period	II Shift	
	From	To		From	To
Morning Assembly	07:00 A.M.	07:15 A.M.	Morning Assembly	12:35 A.M.	12:50 A.M.
I	07:15 A.M.	07:55 A.M.	I	12:50 P.M.	01:30 P.M.
II	07:55 A.M.	08:30 A.M.	II	01:30 P.M.	02:05 P.M.
III	08:30 A.M.	09:05 A.M.	III	02:05 P.M.	02:40 P.M.
IV	09:05 A.M.	09:40 A.M.	IV	02:40 P.M.	03:15 P.M.
RECESS	09:40 A.M.	10:00 A.M.	RECESS	03:15 P.M.	03:35 P.M.
V	10:00 A.M.	10:40 A.M.	V	03:35 P.M.	04:15 P.M.
VI	10:40 A.M.	11:15 A.M.	VI	04:15 P.M.	04:50 P.M.
VII	11:15 A.M.	11:50 A.M.	VII	04:50 P.M.	05:25 P.M.
VIII	11:50 A.M.	12:20 P.M.	VIII	05:25 P.M.	06:00 P.M.

NOTE:

Duration of work timings for teachers in the double shift KVs will be the same as that of teachers in single shift KVs.