

KENDRIYA VIDYALAYA SANGATHAN
18, INSTITUTIONAL AREA
SHAHED JEEI SINGH MARG
NEW DELHI - 110016

1.12.2004-KVS(Admn.1)

Date: // 7.2005

The Assistant Commissioner,
Kendriya Vidyalaya Sangathan,
All Regional Offices.

Subject:- Conversion of Vice-Principal of Kendriya Vidyalaya as non-
vacational while working in 2nd shift - reg.

Sir/Madam,

Inviting your attention to the above subject, I am to say that while issuing guidelines/instructions on introduction of double shift in Kendriya Vidyalayas vide office order No.11-16/2004-KVS(Admn.1) dated 22.7.2004, it was mentioned there under that the Principal of Vidyalaya will be responsible for overall functioning of the Vidyalaya in both shifts, however, the post of Vice-Principal in 2nd shift has also been sanctioned keeping in view the administrative significance of the Vice-Principal in 2nd shift. The Vice-Principal while working in 2nd shift is supposed to resolve all issues/affairs of 2nd shift. His/her presence in Vidyalaya during breaks/vacation is essential on account of disposal of administrative matters.

As such the Vice-Principals while working in 2nd shift are to be considered as non-vacational and their leave/holidays are to be settled at par with the Principals of the Kendriya Vidyalayas. You are, requested to maintain uniformity, henceforth, in the matter of Vidyalayas functioning under your administrative control and ensure proper working/administration in 2nd shift.

The above instructions may kindly be circulated to the Principals of all Kendriya Vidyalayas in your Region.

This is issued with the approval of the Commissioner, KVS.

Yours faithfully,

(RAJVIR SINGH)

Dy. Commissioner (Pers.)

- 1) All Officers/Section, KVS, HQ, New Delhi.
- 2) The Principal, Kendriya Vidyalaya, Moscow/Kathmandu/Tehran,
- 3) The Director, ZIET, KVS, Gwalior/Mumbai/Mysore.
- 4) P.A. to Commissioner, KVS.
- 5) The General Secretary, All recognized Staff Associations of KVS.
- 6) Guard File.

(Rakesh Sharma)
Sr. Admn. Officer