

**COMPILATION OF IMPORTANT
ADMINISTRATIVE ORDERS**

Issued by the Kendriya Vidyalaya Sangathan during 1970 to 1972

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Sub. National Systems Unit,
National Institute of Educational
Planning and Administration
17-B, Sri Aurobindo Marg, New Delhi-110016
DOC. No. 2766
Date 18/11/81

Copy of Letter No. F. 3-17/69-KVS (SP) NEW DELHI, Dated the 7th February, 1970.

(To be substituted for the circular No. F. 3 17/69-KVS (SP), dated 20-1-70.

Subject : Instructions regarding reckoning of Forenoon/Afternoon for purposes of joining duties in Kendriya Vidyalayas

I am to refer to Audit Instruction below F.R. 17, according to which an employee begins to draw the pay and allowances of his post with effect from the date on which he assumes the duties of that post, if the charge is transferred before noon of that date. Since the timings of work in the Kendriya Vidyalayas do not strictly conform to the timings of the offices of the Government of India in most of the cases, it is not possible to apply the above-mentioned rule to the employees of the Kendriya Vidyalayas strictly. The matter has accordingly been considered and it has been decided that the following instructions should apply in relation to the employees of the Kendriya Vidyalayas :

“If an employee of a Kendriya Vidyalaya assumes duties of his post within two hours of the commencement of the school work or exactly at the end of two hours after the commencement of the school work, he/she shall be deemed to have joined the post in the fore-noon and shall be eligible to draw the pay and allowances for the day. If however he/she assumes duties of his/her post later, he/she shall be deemed to have joined the post in the after-noon in which case he/she shall be eligible to draw the pay and allowances only from the next day. For example, if a Kendriya Vidyalaya starts work at 8.00 A.M. every day, an employee, who joins his duties before 10.00 A.M. or exactly at 10.00 A.M. on a day, shall be deemed to have joined the post in the fore-noon of that day. If he joins duty after 10.00 A.M., he shall be deemed to have joined his post in afternoon of the day.”

These instruction may be strictly adhered to in future. Past cases already decided need not be re-opened.

Copy of letter No. F. 21-5/70-KVS (SP), dated the 26th Aug. '70

Sub. Extension in the age of retirement of National Awardee Teachers.

You are perhaps aware that the scheme of “National Awards for Teachers” has been in operation since 1958-59 under which about 1,000 teachers from various parts of the country have received the National Awards so far. Some of these teachers have made certain suggestions from time to time for the grant of special concessions and facilities to all National awardees. The Government of India have given careful consideration to the suggestions in this behalf and feel that inter-alia there is justification for extending the age of retirement of national awardee teachers by 5 years-subject to their being found physically and mentally fit.

The Scheme of National Awards for Teachers has been extended to the teachers of Kendriya Vidyalayas also from 1969. During 1969, the National Award was given to one of our Principals. The Government of India suggested that Sangathan should also extend the above facilities/concessions to their National Awardee Teachers.

Accordingly, the question regarding grant of special concession and facilities to to to the National Awardee teachers of Kendriya Vidyalayas has been under consideration of the the Sangathan for some time past. It has now been decided that the age of retirement of National al nal Awardees teachers in Kendriya Vidyalayas should be 65 years, subject to their being ing physically and mentally fit. The extension will, however, be given from year to year, after er ter the age of 60 and this special concession of extension in the age of retirement after the age age of superannuation will be applicable to both the categories or awardees, i.e. those who earned d ed the award before joining the Sangathan or after joining it.

The extension will be given to national awardees after the age of 60 years which h ich is the normal age of superannuation for the employees of Kendriya Vidyalaya Sangathan. n. an. Chairman of the Management Committee are therefore requested to send their recommen-n- n- dations for the extension in the age of the National Awardee Principals/Teachers to the the Commissioner, Kendriya Vidyalaya Sangathan through the Regional Officer concerned.

Copy of letter No. F. 4-14/67-EV3 (SP), dated the 16th Jan, '71

Sub. Procedure for Selection of Scheduled Caste/Scheduled Tribes candidates against vacancies reserved for them-issu of advertisements and holding of separate interviews.

I am directed to state that the Ministry of Home Affairs, Government of India, ia, has laid down a procedure for selection of Scheduled Caste/Scheduled Tribes candidates against vacancies reserved for them, a copy of which is enclosed for information and d guidance.

Copy of the O.M. No. 17/70-Estt. (SCT), dated the 31st July, 1970 from the Ministry of Home Affairs, New Delhi.

Sub. — Procedure for selection of Scheduled Caste/Scheduled Tribes candidates against vacancies reserved for them-issu of advertisement and holding of separate interviews.

The undersigned is directed to refer to this Ministry's O.M. No. 31/10/63-SCT (II), dated 27th March, 1963 and No. 17/67-Estt. (C dated 20th September, 1967 laying down inter-alia the procedure for dereservation of reserved vacancies in the event of suitable candidates belonging to Scheduled Caste and Scheduled Tribes being not available even after applying the relaxed standard of suitability in their cases. When any such vacancies are dereserved and filled in by general candidates, the reservations are carried forwarded to subsequent three recruitment years vide para 2 of this Ministry's O.M. No. 27/25/68-Estt. (SCT), dated 25th March, 1970. As in some services/posts, Scheduled Caste/Scheduled Tribes candidates could not be selected for all the vacancies reserved for them, the question of taking further steps in order to accelerate the induction of Scheduled Caste and Scheduled Tribes in such vacancies has been considered by the Government, and it has been decided to adopt the following measures in this connection

2. (a) Advertisement of reserved vacancies (filled by direct recruitment otherwise than through examination) for Scheduled Caste/Scheduled Tribes candidates only.

Where direct recruitment (otherwise than through examination) is to be made to a vacancy or vacancies reserved for Scheduled Caste or Scheduled Tribes only, (and not to any

unreserved vacancy/vacancies as well), advertisement will be issued inviting applications only from the candidates belonging to the Scheduled Castes, and/or the Scheduled Tribes as the case may be, and not from general candidates. However, if the reserved vacancies or vacancies which have been carried forward to the third year of recruitment, Scheduled Caste candidates can be considered for such of the vacancies as are reserved for Scheduled Tribes and *vice-versa vide* para 3 of this Ministry's O.M. No. 27/25/68-Estt. (SCT) dated 25th March, 1970. Accordingly, in the advertisement issued for filling in those reserved vacancies which have been carried forward to the third year of recruitment, applications should be invited *both from* Scheduled Castes and Scheduled Tribes candidates, but it should be clarified in the advertisement that for a vacancy reserved for Scheduled Castes/Scheduled Tribes candidates would be considered only in the event of non-availability of suitable Scheduled Caste candidates and similarly, in respect of a vacancy or vacancies reserved for Scheduled Tribes, Scheduled Castes candidates would be considered only in the event of non-availability of suitable Scheduled Tribe candidates.

(b) Readvertisement for filling reserved vacancies :

If after following the procedure outlined in sub-para (a) above, the required number of Scheduled Caste or Scheduled Tribe candidates are not selected for the reserved vacancy or vacancies, the remaining reserved vacancy/vacancies will be readvertised but, on this occasion, general candidates would also be eligible to apply, the general candidate would however, be considered only if no suitable Scheduled Caste or Scheduled Tribe candidates, as the case may be, are still available for appointment to the vacancies reserved for them. This may be clarified in the advertisement. In case any general candidate is thus appointed against reserved vacancy after its dereservation the reservation should be carried forward according to the instructions in this regard.

(c) Advertisement where recruitment is to be made both for reserved and unreserved vacancies :—

If direct recruitment otherwise than through examination is to be made for reserved as well as unreserved vacancies on/any one occasion, a single advertisement can be issued for such reserved and unreserved vacancies specifying clearly therein the vacancies reserved for Scheduled Castes and Scheduled Tribes. If the reserved vacancy or vacancies referred to above include any vacancy/vacancies which have been carried forward to the third year of recruitment, it should also be clarified in the advertisement that Scheduled Tribe candidates would be considered for vacancies reserved for Scheduled Castes in the event of non-availability of suitable Scheduled Castes candidates and *vice-versa* on the lines indicated in sub-para (a) above. If any reserved vacancies remain unfilled for want of suitable Scheduled Castes/Scheduled Tribes candidates, they should not be filled by general candidates on this occasion but should be readvertised and filled on the lines indicated in sub-para (b) above.

Copy of letter No. F. 21-53/70-RVS (SP) dated the 21st Jan. '71.

Sub : Introduction of School Savings Bank Scheme in Kendriya Vidyalayas

I am directed to say that the National Savings Movement has been functioning in schools to popularise the sale of Savings Stamps among the School Children. Though this

Scheme is in operation for some time, it has had only a limited success in its operation. To make it easier for the school children to save, to acquire the qualities of thrift and leadership and to learn by actual working how a modern bank functions, a new scheme for schools has been approved by the Ministry of Finance and also by the Ministry of Education Youth Services.

In view of the above, it has been decided that the above-mentioned scheme may be introduced in Kendriya Vidyalayas on a voluntary basis. A copy of the scheme along with the specimen forms etc. is sent herewith.

SCHOOL SAVINGS BANK (SANCHAYIKA) SCHEME

PART I

INTRODUCTORY

The Government have decided that in addition to the present method of encouraging saving habit among school going children through saving groups and savings stamps, a new scheme-School Savings Bank (Sanchayika) Scheme will also be introduced.

The idea is that it will inculcate in children an awareness of the benefits of savings and of a planned approach to the spending of the money. This scheme, it is hoped, will be an important adjunct to the educational system and National life. The aim of the scheme are (i) to develop the habit of thrift among children (ii) to provide training in accounting of money and (iii) to promote leadership.

The stress will be on the regularity of deposits and not on the amount.

PART II

1. The School Savings Bank Scheme will be called 'Sanchayika'.
2. Any pupil in a school where Sanchayika functions will be entitled to be its member.
3. The affairs of the Sanchayika will be managed by trustees consisting of the Principal/Headmaster/two teachers and two students of the school. The teachers and student representative will be elected in a meeting of the students. This meeting will be conducted by the Headmaster/Principal whose decisions in the matter will be final. The trustees will hold office for two years. If any vacancy occurs in the Board of trustees, the Principal/Headmaster may nominate a person to fill up the vacancy temporarily and take steps for election as early as possible.

4. The Sanchayika will open a single savings account in the name of the school or if a savings bank account in the name of the school already exists in the post office, in the name of the Sanchayika itself, under sub-rule 3 of the Table under Rule 3 of the P.O.S.B. Rules, 1965.

5. The account will operated over the signature of either the President of the Board of Trustees or any two elected trustees. A copy of the resolution establishing Sanchayika will be forwarded to the post office at which the account is to be opened over the signature of the trustees or the President of the Board of Trustees.

6. The Sanchayika will fix one or more days in a month when pupils who wish to join the Sanchayika may deposit their savings. It will arrange for putting up a counter at which the savings may be so deposited. The trustees will select the pupils in turn to operate as counter clerks to receive the deposits and to make entries in the pass books. The teachers will be present behind the counter to assist and guide the counter clerks.

7. The Savings collected on each occasion will be properly recorded in a ledger and entered in the pass books of the savers. This work will also be done [by the counter clerks under the guidance and supervision of the teachers. After the accounts are tallied, any two of the trustees will affix their signatures on the ledger and the pass books in token of having inspected them and found them correct. The pass books will there-after be returned to the savers.

8. Subject to what is stated in para 10 below, the total savings collected on each occasion, will be deposited by the Principal/Headmaster in the savings bank account of the school/Sanchayika. The P.O.S.B. pass book will be kept in the personal custody of the Principal/Headmaster.

9. The rules of withdrawal may be as decided by the Board of Trustees from time to time.

10. In order to meet the demands for withdrawals, the trustees shall keep aside from the savings deposited in the first month or in the next few months or sum not exceeding Rs. 25/-. The said sum of Rs. 25/- will be used as an imprest for permitting withdrawals. Reimbursement of the imprest upto the sum of Rs.25/- shall be met, if and when necessary, from the deposits made into the bank in the following months.

11. At the end of March of each year, the post office will add the interest accrued to the account of a Sanchayika standing at the post office. Thereafter, the School Management should apportion the interest among School accounts which have a minimum balance of Rs. 10 or more. The apportionment should be made on quarterly basis to provide for students who join the scheme in the middle of the year. Any balance left after such apportionment is made and credited to individual savings accounts, may be credited to the Sanchayika account in the bank or used in such manner as the Trustees may decide.

12. When a pupil depositor leaves the school, the amount at his credit including interest will be either transferred to another Sanchayika or put in a Post Office Savings Bank Account in his name or returned in cash to him.

13. The National Savings Organization of the Government of India will supply the following stationery articles which will be required for running a Sanchayika :—

- (a) Application form for opening an account (Annexure 1).
- (b) Pass Book (Annexure 2).
- (c) Form of withdrawal (Annexure 3).
- (d) Cheque book (Annexure 4).
- (e) Ledger (s) of accounts (Annexure 5).

14. The Trustees should appoint two honorary auditors' from among the teachers of the school for auditing the account of the Sanchayika from time to time.

APPLICATION FORM

To
The Principal/Head Master,

Sir,

I wish to open a savings account in the Sanchayika of our school. I promise that I shall save regularly and make deposits in my account. Kindly accept me as a depositor.

Yours obediently,

Date.....

(Signature of the pupil)

Annexure 2c 2

PASS BOOK

Date of Deposit or withdrawal.	Amount of deposit		Amount of withdrawal		Balance	Signature of the officer of Sanchayika
	Rs.	Ps.	Rs.	Ps.		

Total

No. F. 3-2/71-KVS(SP).

Sub :- Maintenance of Schools Admission Register.

Sir/Madam,

The question regarding maintenance of Schools Admission Register in Kendriya Vidyalayas has been under consideration of the Sangathan for some time past. With a view to maintain uniformity, it has been decided that each Kendriya Vidyalaya has to maintain one admission register for all Classes i.e. I to XI.

In view of the above, you are requested to ensure that the above instructions are strictly adhered to.

Copy of letter No. F, 24-2/70 KVS (SP). Dated the 9th February, 1971.

Sub : Grant of an ad-hoc increment to Class-III and Class-IV employees stagnating at the maximum of their pay scales.

I am to state that the Govt. of India have recently sanctioned 'Personal Pay' equivalent to the rate of the increment last drawn by Class-III and Class-IV employees who have been stagnating or may hereafter stagnate at the maximum of their pay scales for two years or more. The Sangathan has considered the question of extending the same benefit to its employees. It has been decided to sanction, with effect from 1st March, 1970 and until further orders, "Personal Pay" equivalent to the rate of the increment last drawn by such Class-III and Class-IV employees in the category of non-teaching staff who have been stagnating or may hereafter stagnate at the maximum of their pay scales for two years or more. In the case of the Class-III employees who are in pay-scales carrying a maximum of Rs. 575/- or more and are stagnating at the maximum of their scales for two years or more, the Personal Pay to be granted to them, may, however, be at Rs. 30/- per mensem. Employees against whom disciplinary cases are pending, will however, have to await the result of the pending disciplinary proceedings before being considered for the grant of this benefit.

The above element of "Personal Pay" shall be taken into account for all purposes as admissible under the normal rules including that of determining the class of railway travel whether on duty/transfer or for leave travel concession.

These orders will not apply to teaching staff.

Copy of D.O. No. Dy. 659/C/KVS/71 Dated 2a-2-1971

Subject :—Vidyalaya Patrika—the annual magazine of the Kendriya Vidyalayas

I am to refer to this Sangathan's letter of even number, dated the 20th May, 1970 wherein the necessity of having a uniform cover design for the Vidyalaya Patrika (School Magazine) brought out by the various Kendriya Vidyalayas was considered desirable. Several draft designs were received and the matter has been further examined. I am now giving below certain guide lines which may please be observed in the publication of the school magazine :—

- (i) The title of the school magazine shall be "Vidyalaya Patrika".
- (ii) It is recommended that the size be about 10" × 7".
- (iii) The matter on the cover page shall include—
 - (a) the name of the Magazine i.e.—Vidyalaya Patrika ;
 - (b) the Crest of the Sangathan ; and
 - (c) the name of the Vidyalaya as Kendriya Vidyalaya "X".

Sample designs of the cover are enclosed herein. The school may select any one design as also the colour combination. It is desirable that the colours selected should be soft and well blended. It is noticed in this regard that the materials produced so far are below par. You are requested therefore to take the assistance of a good artist and decide upon suitable colours. If a Vidyalaya wishes to have the cover page in black and white that is also permissible.

I should like to point out that the Sangathan feels the need for an improvement in the get up of our Vidyalayas magazines. Attention may please be paid to type size, composition of page, size of title print, proper use of illustrations, photographs, etc. You will agree

that improvement in format can go a long way in making the Vidyalyaya Patrika attractive. It is necessary to keep the cost within reasonable limits but improve the production by paying attention to details.

Further more care should also be taken in selecting articles for the magazine. I should like to draw your attention to the advice contained in the Education Code in this regard and request you to give up the practice of seeking messages for the magazine either from eminent persons or Officers of the Sangathan. A school magazine is meant primarily to serve as a forum for the creative writings of pupils. A few significant contributions from teachers may also be included. A round up of the year's activities could find a place. Articles should be both in Hindi and English, thus reflecting the bilingual nature of our education. It should be remembered that a Magazine is a mirror of the school and should give to the reader a feel for the finer aspects of the school. Hence the need to make it distinctive.

All Principals are requested to give this matter their personal attention and to ensure that the Vidyalyaya Patrikas of the future maintain high standards of educational writings.

Copy of letter No. F. 21-8/71-KVS (SP). Dated the 24th March, 1971.

Sub. Summer Vacations, 1971.

I am to refer to this Sangathan's letter No. F. 21-8/71-KVS (SP), dated the 9th March, 1971, on the above subject, and to say that the Kendriya Vidyalayas situated at Hill Stations, will avail of the Winter Vacation, Autumn break, Summer break and Monsoon Vacation, as usual, as provided in Article 77 (iii) of Education Code for Kendriya Vidyalayas.

The actual dates covering the duration of the Autumn, Summer and Winter breaks as may be decided by the Kendriya Vidyalayas at Hill Stations may kindly be intimated to this Sangathan in due course, vide Article 77 (iv) of Education Code.

Copy of letter No. F. 6-58/70-KVS (SP). Date e 27th March, 1971

Sub.—Forwarding of applications

I am to say that the question of forwarding of applications of teaching as well as non-teaching staff of Kendriya Vidyalayas for higher posts outside the Kendriya Vidyalaya Sangathan, has been carefully examined. It has been decided that while there should not be any objection to forward such applications to the Government/Semi-Govt./Subordinate offices and Autonomous bodies of the Govt. of India subject to general rules in this regard, these applications should not be forwarded to non-Governmental bodies, as a rule.

The above instructions may be carefully noted.

Copy of letter No. F. 3-3/68-KVS (SP). Dated the 30th March, 1971.

Sub :—Employment of Music Teachers in Kendriya Vidyalayas.

I am to refer to this Sangathan's letter No. F. 3-4/68-KVS (SP), dated the 1st May, 1968 (copy enclosed) on the subject mentioned above, and to say that the question of providing a full-time Music Teacher for every Kendriya Vidyalaya has been

reconsidered and it has been decided that commencing from the next academic session i. e. 1971-72, a post of a full-time Music Teacher in the scale of pay of Rs. 125-320 should be created for all the Kendriya Vidyalayas.

While filling up the posts of Music Teacher it should be ensured that the full-time music teacher should have minimum load of work i.e. atleast 39 periods per week as in the case of Primary Teacher. If the full-time Music Teacher does not have enough work load of his/her subject concerned, he/she may be allotted other periods for which he/she may be educationally qualified.

While making appointments, it may be seen that to the extent possible such persons are considered as may be able teach folk dances, or action songs and the like. The qualifications prescribed for the posts are contained in Article, 44 of the Education Code for Kendriya Vidyalayas.

Copy of letter No. F. 3-4/68-KVS (SP), dated the 1st May, 1968, from Shri. M. Kashyap, ex-Secretary, Kendriya Vidyalaya Sangathan, addressed to all Principals, Kendriya Vidyalayas and copy forwarded to all the Chairmen, Management Committees, Kendriya Vidyalayas and also to all the Officers/Sections of Kendriya Vidyalaya Sangathan.

Sub:—Employment of Music Teachers in the Kendriya Vidyalayas.

As you are aware, the Scheme of Central Schools envisages that 'Music as a subject shall be a co-curricular activity in our schools and for this purpose depending upon the size of the school, every school is sanctioned one or two part-time Music Teachers. In some centres because of the part-time nature of the job schools find difficulty in securing the services of good teachers; at times there is no suitable teacher available on the present terms of service.

After carefully consideration it has been decided that in schools with more than 20 sections (enrolment over 500) a full-time Music Teacher may be appointed instead of a part-time teacher of music.

If the full-time teacher does not have enough work load he/she may teach any other class for which the teacher is competent to do that.

Such Music Teachers would get the pay scale of Rs. 118-4-170-EB-5-200-EB-5-225.

Wherever the existing arrangements are working satisfactorily they may continue.

Copy of letter No. F. 21-58/69-KVS (SP)/CDN. Dated 26th March, 1971 1. 4. 1271.

Subject:—Incentives to teachers of Kendriya Vidyalayas.

For providing incentive to the teachers and Principals of the Kendriya Vidyalayas, a scheme has been worked out in token of recognition of their merit. It has been decided that the teachers including the Principals with a minimum of five years service in Kendriya Vidyalayas will be divided into the three following groups and one award per group will be awarded every year.

- (i) Principals, PGTs and TG's.
- (ii) Home Science, Drawing, Music, Craft and Primary Teachers.
- (iii) All teachers irrespective of category, involved in co-curricular activities.

Awards will be given to outstanding Principals and teachers of Kendriya Vidyalayas by selection on an all-India basis. Chairman of the Vidyalaya Management Committees may recommend the names of one eligible teacher in each category on the form attached to the Assistant Commissioner concerned by 31st July each year. The Assistant Commissioners will select three outstanding teachers in each category from his region. The final selection will be made at the Headquarters of the Sangathan.

It will be appreciated if the contents of this letter are circulated to all the staff members of the Vidyalaya.

ANNEXURE

Particulars of all teachers including Principal

1. Name of the employee:
2. Designation:
3. Date of birth:
4. Date of first appointment in a Kendriya Vidyalaya:
5. History of Service with Grade & Pay.

Qualifications and experience :

- (a) Academic (from Degree upwards showing class and subject/s)
- (b) Professional (i) (showing place and period) (ii) Inservice training course attended or conducted.

Any original or outstanding contribution in innovations or improvisations

- (a) Class room instruction
- (b) Laboratory work
- (c) Library work
- (d) Assessment & Examination
- (e) Co-curricular activities
- (f) Administrative functioning
- (g) Publication of useful articles
(specific instances to be quoted in each case)
- (i) Results of the classes taught in last three years (Year wise)
- (ii) Result of the Higher Secondary Examination for the last three years (year wise)

Application for Principal only.

7. Reputation in the local community :
8. Genuine interest in and love for pupils :
9. Ability to cooperate with administration and colleagues :
10. Citation of about 150-200 words :
11. Recommendation of the Principal :
(in case of other teachers)

Signature.....

Date.....

12. Recommendation of the Chairman
(in case of all teachers including the Principal)

Signature of Chairman.....

Date.....

Remarks of the Assistant Commissioner.

Signature.....

Date.....

Copy of letter No. F. 4-1/71-KVS (SP). Dated the 2nd April, 1971.

Sub :— Amendment of Article 49 of the Education Code in regard to the age of retirement.

I have to enclose with this letter an amendment made in Article 49 of the Education Code, by the Board of Governors at their meeting held on February 25, 1971, for information. The contents of the amended Article may be brought to the notice of all concerned. Receipt of this letter may be acknowledged to your Asstt. Commissioner.
Encl. 1s above.

Extract from the Proceeding of the Meeting of the Board of Governors held on February, 1971.

“The Board decided the existing Article 49 (i) of the Education Code be deleted and substituted by the following :—

Age of Retirement :—Every employee shall retire on the day he attains the age of sixty years. In the case of teachers and Principals in receipt of National Awards, extension in the service may be granted, at the discretion of the Commissioner, on year to year basis, upto the maximum of five years.

Notwithstanding anything contained in this Article, the appropriate authority shall, if it is of the opinion that it is in the Sangathan's interest to do so, have the absolute right to retire an employee after he has attained the age of 55 years by giving him notice of not less than three months in writing.

Any employee may by giving notice of not less than three months in writing to the appropriate authority retire from service after he has attained the age of fifty-five years.

Provided that it shall be open to the appropriate authority to withhold permission to an employee under suspension who seeks to retire under this clause.

Note :-1. “Appropriate authority” means the authority which has the power to make substantive appointments to the post or service from which the employee is required or wants to retire.

Note :-2. The three months notice referred to in this clause may be given before the employee attains the age of fifty-five years, provided that the retirement takes place after he has attained that age.”

Copy of letter No. F. 21-13/71-KVS (SP). dated the 2nd April, 1971.

Sub :— Issue of “No Objection” certificate in favour of serving personnel to enable them to seek higher posts through the Employment Exchange. ¶

I am to forward herewith for information and guidance a copy of O.M.No. 14/1/6—Estt.(D), dated the 29th July, 1970, from the Ministry of Home Affairs, on the above subject. The instructions contained therein may kindly be brought to the notice of all concerned.

Copy of Office Memorandum No. 14/1/69—Estt. (D), dated the 29th July, 1970 [from the Ministry of Home Affairs addressed to the all Ministries etc.

Sub :— Issue of ‘No Objection’ certificate in favour of serving personnel to enable them to seek higher posts through the Employment Exchange.

As the Ministry of Finance etc. are aware, under the existing orders contained in Ministry of Home Affairs Office Memorandum No. 14/68/60—Estt. (D), dated the 8th January, 1962 (copy enclosed), permanent and quasi-permanent employees are not allowed to register their names with the Employment Exchange for a higher post, unless they produce a ‘No objection’ certificate from their employers. The grant of such certificates in the case of

permanent and quasi-permanent employees is also restricted to the following three categories of employees :—

- (a) Persons reverted or transferred to lower posts, instead of being discharged due to reduction in establishment, provided such reversion or transfer resulted in the reduction of the individual's pay by more than 30%.
- (b) Persons belonging to Scheduled Castes/Tribes who, while being employed in certain posts, possessed academic or technical qualifications for higher posts.
- (c) Class-IV staff who are educationally qualified for Class III posts and such of them as possessed technical or scientific qualifications prescribed for class III posts or higher posts.

Temporary employees are entitled, under the aforesaid orders, to register their names with the Employment Exchange, subject to the following conditions :—

- (i) Employment Exchange and the employee should inform the Head of Office, in which the employee is working, of the fact of registration with the Employment Exchange simultaneously when the registration is undertaken.
- (ii) If the Head of Office has any objection, he should communicate it forthwith to the employee and the Employment Exchange concerned.

The question of liberalising the existing arrangements in the case of permanent and quasi permanent employees for the purpose of registration with the Employment Exchanges for higher posts had been under consideration for some time in the past and it has now been decided, in supersession of para 3 of the above-mentioned Office Memorandum of 8th January, 1962, that permanent and quasi-permanent employees may also be allowed to register their names with the Employment Exchange for a higher post under the Government/Public Sector Undertakings, Autonomous Bodies on production of a 'No objection' certificate from their employers. The grant of such certificates to the such permanent quasi-permanent employees will, however, be subject to the following conditions :—

- (1) The employee should be registered only for a post higher than the one he is holding under the Govt. In cases of doubt as to whether the post for which a permanent/quasi-permanent employee intends to register his name with the Employment Exchange is higher than the one he is holding under the Government the decision of the Head of Office/Department shall be final.
- (2) On being selected for appointment by the Government Department/Public Sector Undertaking/Autonomous Body for the higher post, he may be treated as on deputation/foreign service for a period of one year. On the expiry of this period he should either revert to the parent Department or resign his post under the Government.
- (3) Once an employee has reverted to the parent Department after spending a year outside, he should not be allowed a 'No objection' certificate to register his name once again for a period of at least 2 years.

The Employment Exchange would sponsor only those permanent and quasi-permanent employees for higher posts under the Government/Public Sector Undertakings/Autonomous Bodies for which the employee is eligible on grounds of age, educational qualifications etc.

The Ministry of Finance etc. are requested to bring these instructions to the notice of all their attached and subordinate offices.

Copy of Office Memorandum No. 14/68-Estt (D), dated the 8th January, 1962, from the Ministry of Home Affairs addressed to all Ministries etc.

Sub :—Issue of 'No objection certificate in favour of serving personnel to enable them to seek higher posts through the Employment Exchanges:

As the Ministry of Finance etc. are aware, the grant of 'No objection' certificate in favour of serving personnel to enable them to seek higher posts through the Employment Exchange, is, at present regulated under this Ministry's Office Memorandum No. 71/27/56-SC (C), dated the 4th April, 1956 (copy enclosed). In their Eighty-eighth Report on the Ministry of Labour and Employment, the Estimates Committee have made suggestions for liberalising the procedure for grant of 'No objection' certificate to the serving employees. Similar recommendations have also been made by the Sub-Committee of the Central Committee on Employment.

The question has been carefully considered in consultation with the Ministry of Labour and Employment (Directorate General of Employment and Training) and it has been decided that :—

- (i) Permanent and quasi-permanent employees should not be registered with the Employment Exchanges unless they produce a 'No-objection' certificate from their employers.
- (ii) Temporary employees may be allowed to register with the Employment Exchanges subject to the following conditions :—
 - (a) Employment Exchange and the employee should inform the Head of Office in which the employee is working of the fact of registration with the Employment Exchange simultaneously when the registration is undertaken.
 - (b) If the Head of the Office has any objection he should communicate it forthwith to the employee and the Employment Exchange concerned.

With regard to (b) above, the Head of the Office should not raise any objection in the case of temporary employees, unless he comes to the conclusion that it would be prejudicial to the public interest to allow the employee concerned to register himself at the Employment Exchange. The term 'Public interest' should be interpreted with judgement and not in a mechanical manner. In cases where the Head of the Office has raised any objection, the employee should not be sponsored further for placement by the Employment Exchange unless the objection is over-ruled by an authority superior to the Head of the Office.

The grant of 'No objection' certificate to permanent and quasi-permanent employees referred to in para 2(i) above will be restricted to the categories and subject to the conditions mentioned in this Ministry's Office Memorandum dated 4th April, 1956, quoted above.

It is requested that these instructions should be brought to the notice of all concerned.

Copy of O.M. No. 71/27/56-CS (G), dated the 4th April, 1956 from Ministry of Home Affairs, New Delhi to All Ministries of the Government of India etc.

Sub :—Issue of 'No objection, certificates in favour of employed personnel.

It has come to the notice of this Ministry that notwithstanding the instructions issued from time to time, certain Departments have issued 'No objection' certificates in favour of ineligible employees to enable them to seek higher posts through the Employment Exchanges.

Under the existing instructions such certificates can be issued only in favour of the following categories of employees :—

- (i) Persons reverted or transferred to lower posts instead of being discharged due to reduction in establishment, provided such reversion or transfer results in the reduction of the individual's pay by more than 30% vide this Ministry's Office Memorandum No. 71/33/52-DGS, dated 10th November, 1953 and 71/328/54-CS (C), dated the 5th March, 1956,
- (ii) Persons belonging to Scheduled Castes/Scheduled Tribes who while employed in certain posts possess academic or technical qualifications for higher posts, vide Office Memorandum No. 71/51/55-CS (C), dated 18th February, 1955.
- (iii) Educationally qualified Class-IV servants vide Office Memorandum No. 71/73/55-CS (C), dated 29th April, 1955, 9th August, 1955 and 9th February, 1956. Such of the Class-IV employees who possess technical/scientific qualifications prescribed for a Class-III posts may also be issued with a 'No objection' certificate.

The issue of 'No objection' certificates in favour of serving personnel, who are not included in any of the above categories is irregular. The undersigned is, therefore, directed to request that the Ministry of Finance etc, may issue instructions to all employing authorities under them that the above instructions should be strictly adhered to, and that if any certificates have been issued to ineligible persons, they should be cancelled under intimation to the Employment Exchange concerned.

The Directorate General of Resettlement and Employment are separately issuing instruction to the Employment Exchanges not to register any person who is not eligible inspite of the fact he has been issued with a 'No objection' certificate by the Employer.

Copy of letter No. F. 9-2/70/KVS (SP). Dated 20.4.71

Sub :—Maintenance of and annual repairs to the buildings of the Kendriya Vidyalaya, constructed by the Sangathan.

In continuation of this Sangathan's letter No. F. 9-11/70-KVS (SP), dated the 17th March, 1971 (Circular No. 4/71/KVS (SP) forwarding a copy of Govt. of India, Ministry of Defence letter No. 3(10)/70/D (GS.II), dated the 25th January '71. I am directed to say that the normal maintenance of and annual repairs to the buildings of the Kendriya Vidyalaya constructed from the Sangathan's funds may be entrusted to the M.E.S. In this connection, the Engineer-in-Chief, Army Headquarters, New Delhi has, vide his letter No. 22659/E2A, dated 10th March, '71 to this office, clarified that where maintenance and repairs of buildings are entrusted to the M.E.S., the terms laid down in Govt. of India, Ministry of Defence letter dated 25.1.1971 (referred to above) will apply.

The annual maintenance cost of Kendriya Vidyalaya buildings should not exceed 1½% of the capital cost of the buildings.

Copy of letter No.F. 3-4/68-KVS (SP). Dated 24th April, 1971

Sub :—Educational qualifications-Music Teachers.

I am to say that the essential educational qualifications and minimum experience required for the post of Music Teacher for our Kendriya Vidyalayas, as prescribed by us are as follows :—

B.A. (Music) from a recognised University.

Or

Sangeet Visharad from Gandharava Maha Vidyalaya.

Or

Sangeet Visharad from Morris College of Music, Lucknow.

Or

B. Music Degree of the B.H.U.

Or

Matriculation plus a Diploma/Certificate in Music from a recognised Institution.

It is felt that besides the above degrees/diplomas, there may be other equivalent degrees/diplomas awarded by various other bodies which may be recognised by the State Governments as equivalent. There may particularly be institutions imparting degrees/diplomas in Karnatik music etc. I shall be grateful if equivalent degrees/diplomas of Music relating to the Music Teachers may kindly be intimated to this Sangathan urgently for further consideration.

Copy of letter No. F. 21-58/69-KVS (SP)/CDN. Dated 3.5.1971.

Subject :—Scheme for providing incentive to teachers whose mother tongue is other than Hindi to learn Hindi.

The Board of Governors in their 15th meeting held on 25.2.71 has approved the following scheme with regard to providing incentive to teachers whose mother tongue is other than Hindi, to learn Hindi :—

“In the case of teachers, whose mother-tongue is other than Hindi, cash awards at the following rates should be provided, if they pass any recognised post-matric examination in Hindi :—

- (a) For passing B.A. or equivalent, a cash award of Rs. 250/-
- (b) For passing M.A. or equivalent, a cash award of Rs. 500/-
- (c) For obtaining Ph.D. or equivalent degree, cash award of Rs. 1000/-

For passing Pravin and Pragma, cash prizes at the following rates may be given to the teachers whose mother tongue is other than Hindi :—

- (i) For passing these examinations with marks between 55-59%.....a cash award of Rs. 100/-
- (ii) For passing these examinations, with marks 60-69%.....a cash award of Rs. 200/-
- (iii) For passing these examinations with marks between 70% or above.....a cash award of Rs. 300/-

While considering the recommendations for the award of cash prizes, special consideration shall be shown by the Sangathan to an employee who has not studied Hindi in his School or College earlier but has obtained a high level of proficiency in Hindi.

You are requested to bring the contents of the above decision of the Board to the notice of all the teachers of Kendriya Vidyalayas for their information and guidance

Normally, the results of the academic examinations in India are out by the end of June every year.

Applications for the award of cash prizes may therefore be submitted by the employee concerned by 31st of July of each year which may be forwarded to the Sangathan through the Asstt. Commissioner of the Region with your recommendation accompanied with certified copies of the marks sheet and the certificate awarded by the University etc. as proof of qualifying in the Hindi examination which a teacher of non-Hindi speaking region claims to have passed.

Copy of letter No.F. 3-4/70/KVS (A/cs). Dated the 24th June, 1971.

Subject :—Economy in expenditure on T.A., Seminars etc.

In continuation of this office memo of even number dated 14th September, 1970 on the subject cited above, it is once again impressed upon all concerned that strict economy should be observed in respect of items of conspicuous expenditure like travelling allowance, entertainment at public expenses, conferences seminars, decoration of houses and provision of furnishing for the offices. All Controlling Officers should keep a strict watch to minimise the expenditure on these items.

Copy of letter No. F. 21-26/71/KVS (SP) dated 1.7.1971.

Subject :—Verification of Character and Antecedents of candidates selected for appointment to posts under the Government of India procedure regarding.

I am to forward herewith for information and compliance a copy of Office Memorandum No. 6/6 (S)/70-Ests (B), dated the 12th May, 1971, from the Cabinet Secretariat (Department of Personnel), on the above subject for information and necessary action.

Copy of letter No. F. 11-88/67/CDN. Dated May, 26, 1971. From Section Officer, Government of India Ministry of Education and Social Welfare. Co-ordination Section).

Subject :—Verification of Character and Antecedents of candidates selected for appointment to posts under the Government of India, Procedure regarding.

A copy of the Cabinet Secretariat, Department of Personnel O.M. No. 3/6(S)/70 Estt. (B), dated the 12th May, 1971 (with spare copies for the use of their offices) on the subject mentioned above is forwarded with the request that the instructions contained therein may be brought to the notice of the attached/subordinate offices and Autonomous Organisations under them for their information and necessary action.

Copy of Office Memorandum No. 6/6(S)/70/Estt. (B) dated the 12th May, 1971 from Cabinet Secretariat, (Department of Personnel), New Delhi.

Subject :—Verification of Character and Antecedents of candidates selected for appointment to posts under the Government of India Procedure regarding

In the Ministry of Home Affairs Office Memorandum No. 3/8 (S)/67-Ests (B) dated the 5th September, 1968, on the subject mentioned above, instructions were issued to the effect that in regard to verification of character and antecedents of candidates belonging to Kerala State or those who have resided in that State for more than one year during the last 5 years on the date of enquiry, an additional set of attestation forms should be sent to the Ministry of Home Affairs (now Department of Personnel) for making special enquiries. The above procedure has now been reviewed and it has been decided that the additional set of Attestation Forms may be sent direct to the Intelligence Bureau (instead of this Department), by the Ministries/Departments concerned. In no case should the reference be sent to the Intelligence Bureau except from the concerned Ministry Department of the Government of India, i.e. formations at levels lower than a Ministry/Department of Government of India (including semi-Government, quasi Government or Government undertaking) should not make such a direct reference to Intelligence Bureau. The Intelligence Bureau will carry out necessary enquiries and inform the Ministries/Departments concerned direct of the results thereof. In cases where the reports on the Intelligence Bureau contain anything adverse about the candidates, the Ministry/Department should examine further, the question of suitability of the candidates for employment keeping in view the instructions contained in the

Ministry of Home Affairs O.M. No. 3/8 (s)/67-Ests (B) dated the 27th September, 1967. It is particularly brought to the notice of the Ministries/ Departments that it is for the appointing authority to finally decide about the suitability of the candidates for appointment, taking into account all available facts. It is also pointed out that in no circumstance, should the source of enquires (VIZ.I.B.) be communicated or indicated to anyone.

Copy of letter No. PF. 11-2/71-KVS (CDN) Dated 6/18.5.1971.

Subject :—Verification of character and antecedents of candidates selected for appointment to civil posts under the Govt. of India.

I am directed to forward herewith a copy each of Co-ordination Sections (Ministry of Education and Youth Services) note No. F. 11-88/67-CDN, dated 1.3.1971 and 22nd April, 1971 for your information and compliance.

Copy of letter No. F. 11-88/67-CDN dated the 1st March, 1971, from Section Officer, Government of India, Ministry of Education & Youth Services (Co-ordination Section) New Delhi.

Subject :—Verification of character and antecedents—
Attestation form-Procedure for obtaining the
Attestation form from the candidates.

A copy of the Cabinet Secretariat, Department of Personnel Office Memorandum No. 3/8/70-Ests (B) dated the 8th February, 1971 (with spare copies for the use of their Sections/Offices) on the subject mentioned above is forwarded with the request that the instructions contained therein may be brought to the notice of the attached/subordinate offices and concerned autonomous organisations under them for their information and compliance.

To Section Officers, E.I, E.II, E.III, E.IV, T-I, C.1, C.2, C.5, Survey I, Survey II, Survey III, Unesco Unit, YS. I(1), IL.I, IL.II, SR. I, U-2, BP. I, YS. I(2), YS. I(4) Schools. 2, Schools. 4, UT-1, UT-2, T-6, Sanskrit Unit, CA. II, (2), CA. II (3) H I, Planning. II, U-1.

Copy of the O.M. No. 3/8/70-Est (B) dated the 8th February, 1971 from the Department of Personnel, Cabinet Secretariat, New Delhi.

Subject :—Verification of character and antecedents—
Attestation form-procedure for obtaining the
Attestation form from the candidates.

The undersigned is directed to invite reference to the Ministry of Home Affairs O.M. No. 3/3/(S)/68-Est. (B) dated 11th August, 1969 which lays down the procedure for obtaining the Attestation forms from the candidates recruited to various posts under Government through the Union Public Service Commission by method of selection after interview of candidates.

In order to gain time in the matter of going through the process of Verification of character and antecedents and to see, at the same time, that there is no unnecessary collection of attestation forms from all candidates, it is suggested that the following procedure may be adopted by the Ministries/Departments in cases where the recruitment is made by them direct, other than through U.P.S.C. by method of selection of candidates by interview, with or without a prior written examination.

The candidates may be asked to fill in the attestation forms (along with their photographs wherever such photographs are required to be submitted under the existing instructions) at the time the call for interview is sent to them. Immediate action may be taken to

verify the character and antecedents of all such candidates called for the interview, unless the time between the summoning of candidates for interview and the time of final selection is very short so that the intervening time may be usefully availed of by the authorities concerned in processing the verification, though the procedure may involve initiation of action on verification of a slightly more number of candidates than the number ultimately selected. This procedure, however, will not apply to cases where the recruitment is made by the Ministries/Departments direct only though a competitive examination without being followed by an interview. In this type of cases, the present practice of obtaining the Attestation forms along with the application forms for the examination may continue.

Copy of letter No. F. 11-88/67-CDN dated 22nd April, 1971 from Under Secretary to Government of India, Ministry of Education & Social Welfare (Co-ordination Section), New Delhi.

Subject :—Verification of Character and antecedents of candidates selected for appointment to civil posts under the Government of India.

A copy of the Cabinet Secretariat, Department of Personnel's Office Memorandum No. 3/15(S)/65-Est. (B) dated the 1st April, 1971 (with spare copies for the use of their offices) on the subject mentioned above is forwarded with the request that the instructions contained therein may be brought to the notice of the attached/subordinate offices and concerned autonomous organisations under them for their information and compliance.

To Section Officers, E-I, E-II, E-III & E-IV, H-Section, T-I, L.II, L.I, CAI(1), CAI(2), CAI(5), Survey I, Survey II, Survey III, Unesco Unit, YSI (1), T.6, T.3, SR. I, U. I, U. 2, RHU.1, BP. II, YSR(2), YSI(4), UT.1, UT.2, CAII (3), CAII (2), Sanskrit Section Schools 4, Programme. II, Schools III, CAI(3).

Copy of confidential O.M. No. 3/15(S)/65-Est. (B) dated the 1st April, 1971 from the Cabinet Secretariat, Department of Personnel, New Delhi.

Subject :—Verification of Character and antecedents of candidates selected for appointment to civil posts under the Government of India.

The undersigned is directed to say that it has been decided to make certain amendments to the Attestation Form forwarded with the Ministry of Home Affairs O.M. No. 3/15(S)/65-Est. (B), dated 8.3.1968 with particular reference to columns 5, 11-A and 12 of the form. A copy of the revised form is sent herewith. Ministry of Finance etc., are requested to ensure that the revised form is used in future and the various appointing authorities under their control are advised in this regard.

ATTESTATION FORM

WARNING : The furnishing of false information or suppression of any factual information in the Attestation Form would be a disqualification, and is likely to render the candidate unfit for employment under the Government.

Affix signed passport size (5 cm. x 7 Cm. approx.) copy of recent photograph-where asked for.

2. If detained, convicted, debarred etc. subsequent to the completion and submission of this form, the details be communicated immediately to the Union Public Service Commission or the authority to whom the attestation form has been sent earlier, as the case may be, failing which it will be deemed to be a suppression of factual information.

3. If the fact that false information has been furnished or that there has been suppression of any factual information in the attestation form comes to notice at any time during the service of a person, his services would be liable to be terminated."

1. Name in full (in block capitals) with aliases, if any (Please indicate if you have added or dropped in any stage any part of your name or surname	SURNAME	NAME
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2. Present Address in full (i.e., village, Thana and District or House Number, Lane/Street/Road and town).

3. (a) Home Address in full (i.e. Village, Thana and District, or House Number, Lane/Street/Road and Town and name of District Headquarters.

(b) If Originally a resident of Pakistan, the address in that Country and the date of migration to Indian Union.

4. Particulars of places (with periods of residences) where you have resided for more than one year at a time during the preceding five years. In case of stay abroad (including Pakistan), particulars of all places where you have resided for more than one year after attaining the age of 21 years should be given.

From	To	Residential address in full (i.e. Village, Thana and District or House No. Lane/Street/Road and Town).	Name of the District Headquarters of the place mentioned in the preceding column.

5. Name	Nationality (by birth and/or by domicile)	Place of birth	Occupation if employed give designation & official address)	Present Postal address (if dead give last address)	Permanent Home Address
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- (i) Father (Name in full aliases, if any)
(ii) Mother
(iii) Wife/Husband
(iv) Brother (s)
(v) Sisters (s)

5. (a) Information to be furnished with regard to son (s) and/or daughter (s) in case they are studying/living in a foreign country :

Name	National ty (by, birth and/or by domicile)	place of birth	Country in which studying/living with full address	Date from which studying/living in the country men- tioned in previous column
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6. Nationality

7. (a) Date of birth (a)
(b) Present Age (b)
(c) Age at Matriculation (c)

8. (a) Place of brith, District (a)
and State in which situated
(b) District and State to (b)
which you belong.
(c) District and State to which your (c)
father originally belong.

9. (a) Your religion
(b) Are you a member of a Schedule Caste/
Schedule Tribe ? Answer 'Yes' or No.
and if the answer is 'Yes' state the
name thereof.

10. Educational Qualifications shwoing place of education with years in Schools and Colleges since 15th Year of age

Name of School/ College with full address.	Date of entering	Date of leaving	Examination passed
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11. (A) Are you holding or have any time held an appointment under the Central or State Government or a semi-Government or a quasi-Government body, or an autonomous body, or a public undertaking, or a private firm or institution? If so, give full particulars with dates of employment, up-to-date.

Period		Designation, emoluments and nature of employment.	Full name and address of employer	Reasons for leaving previous service
From	to			

11. (B) If the previous employment was under the Govt. of India/State Govt./an undertaking owned or controlled by the Govt. of India or a State Govt./an autonomous body/University/Local body, if you had left service on giving a month's notice under rule 5 of the Central Civil Services (Temporary Service) Rules, 1965, of any similar corresponding rules were any disciplinary proceeding framed against you, or had you been called upon to explain your conduct in any matter at the time you gave notice of termination of service, or at a subsequent date, before your services actually terminated?

- 12 (i) (a) Have you ever been arrested? Yes/No
- (b) Have you ever been prosecuted? Yes/No
- (c) Have you ever been kept under detention? Yes/No
- (d) Have you ever been bound down? Yes/No
- (e) Have you ever been fined by a Court of Law? Yes/No
- (f) Have you ever been convicted by a court of Law for any offence? Yes/No
- (g) Have you ever been debarred from any examination or rusticated by any University or any other educational authority/institution? Yes/No
- (h) Have you ever been debarred/disqualified by any Public Service Commission from appearing at its examination/selection? Yes/No
- (i) Is any case pending against you in any court of law at the time of filling up this Attestation Form? Yes/No
- (j) Is any case pending against you in any University or any other educational authority/institution at the time of filling up this Attestation Form? Yes/No
- (ii) If the answer to any of the above mentioned questions is 'Yes' give full particulars of the case/arrest/detention/fine/conviction/sentence/punishment etc. and/or the nature of the case pending in the Court/University/Educational Authority etc., at the time of filling up this form.

NOTE—(i) Please also see the 'warning' at the top of this Attestation Form.

(ii) Specific answers to each of the questions should be given by striking out 'Yes' or 'No' as the case may be.

13. Names of two responsible persons of your locality or two references to whom you are known.	1
	2

I certify that the foregoing information is correct and complete to the best of my knowledge and belief. I am not aware of any circumstances which might impair my fitness for employment under Government.

Signature of Candidate_____

Date_____

Place_____

IDENTITY CERTIFICATES

(Certificate to be signed by any one of the following)

- (i) Gazetted Officers of Central or State Government ;
- (ii) Members of Parliament or State Legislature belonging to the constituency where the candidate or his parent/guardian is ordinarily resident ;
- (iii) Sub-Divisional Magistrates/Officers ;
- (iv) Tehsildars or Naib/Deputy Tehsildars authorised to exercise magisterial powers.
- (v) Principal/Head Master of the recognised School/College/Institution where the candidate studied last.
- (vi) Block Development Officer ;
- (vii) Post Masters ;
- (viii) Panchayat Inspectors.

Certified that I have known Shri/Smt/Kumari_____ son/daughter of Shri_____ for the last _____ years _____ months and that to the best of my knowledge and belief the particulars furnished by him/her are correct.

Place_____

Date_____

Signature_____

Designation or status and address.

TO BE FILLED BY THE OFFICE

- (i) Name, designation and full address of the appointing authority.
- (ii) Post for which the candidate is being considered.

Copy of Letter No. F. 4-14/67-KVS (SP) dated 29/30 July, 1971.

Subject : Relaxation of standard in favour of Scheduled Castes/Scheduled Tribes candidates in departmental competitive examination for promotion and in departmental confirmation examination.

I am to forward herewith a copy of Cabinet Secretariat (Department of Personnel) O.M. No. D.O. 8/12/69/ Estt. (SCT), dated 23/12/1970 on the above mentioned subject for information and guidance.

Copy of O.M. No. D.O. 8/12/69/ Est (SCT) dated the 23rd December, 1970, from the Cabinet Secretariat, Department of Personnel, New Delhi.

Subject : Relaxation of standard in favour of Scheduled Castes/Scheduled Tribes candidates in departmental competitive examinations for promotion and in departmental confirmation examination.

Attention of the Ministry of Finance etc. is invited to Ministry of Home Affairs O.M. No. 1/1/70/Est. (SCT), dated the 25th July, 1970, in which it has been provided that in the case of direct recruitment whether by examination or otherwise, if sufficient number of Scheduled Castes/Scheduled Tribes candidates are not available on the basis of the general standard to fill all the vacancies reserved for them, candidates belonging to these communities may be selected to fill up the remaining vacancies reserved for them provided they are not found unfit for appointment to such post or posts. A question has been raised whether relaxations in the qualifying standards could be granted to Scheduled Castes/Scheduled Tribes candidates on the same basis in promotions made through departmental competitive examinations and in departmental confirmation examinations where such examinations are prescribed to determine the suitability of candidates for confirmation. The matter has been carefully considered and it has been decided that in the promotions/confirmations made through such examinations, Scheduled Castes/Scheduled Tribes candidates who have not acquired the the general qualifying standard in such examinations can also be considered for promotion/confirmation provided they are not found unfit for such promotions/confirmations. In other words, the qualifying standards in these examinations could be relaxed in favour of Scheduled Castes/Scheduled Tribes candidates in keeping with the above criterion.

Copy of Corrigendum List No 3 No. F. 22-1/71-(SP) dated 20th August, 1971

- (i) Delete the existing provision under Article 49 (k) of the Education Code regarding liability for transfer and substitute the following.

“Employees of the Kendriya Vidyalaya Sangathan will be liable to be transferred anywhere in India”.

- (ii) Delete the existing provision under Article 28 (14) of the Education Code and substitute the following :

“(14) To issue orders of transfer of any Official of the Headquarters office or Assistant Commissioner's Office from one post to another and or assign any duties to him”.

- (iii) After Clause 18 under Article 28 of the Education Code the following may be added :—

“(19) To order transfer of Vidyalaya staff other than the Principal from one post to another.”

Follow-up action on Principals' Conference Circular No. 6 CDN (No. 11-7/71) dt 24/8/1971

Subject : Private tuitions by teachers of Kendriya Vidyalayas.

The question of allowing teachers to take up private tuitions was discussed at length in the Principals' Conference held at Bangalore. It was felt that in view of the need for maintaining high academic standards in the Vidyalayas teachers will need to give their full attention to the improvement of the instructional programme, to innovation and experimentation in methods of teaching, to guidance and personal care of the students under their charge. The Sangathan expects the highest standards of professional conduct on the part of all its teachers. The practice of undertaking private tuitions is undesirable and the ills thereof too well known to be enumerated. Hence the Conference recommended that the practice should not be permitted during the session 1971-72. The Sangathan accepts this recommendation, to be tried as an experimental measure. The position may be reviewed at the end of the academic session.

Principals are requested to bring this to the notice of their staff explaining to them the spirit behind the recommendation and eliciting their full co-operation in stopping the practice. It will have to be made clear that any violation of this regulation will be viewed seriously by the Sangathan.

In a matter of such as this the understanding and co-operation of parents is also necessary. Principals would do well to explain the need for the regulation and seek parental support. Often it is with their misconceived encouragement that teachers are tempted to undertake the extra burden. It is, therefore, necessary to implement this policy firmly but tactfully. The Sangathan would appreciate being kept informed of the success of this experiment through the year.

Two copies of the circular are enclosed which may kindly be acknowledged.

Copy of Office Order No. F.3-7/71-KVS (SP) dated 14.9. 1971.

It has been found at times that the Principals had left station without giving any intimation to the Assistant Commissioner or the Sangathan. This has created embarrassment in several cases and some-times urgent work has been held up on that account. It has now been decided that the Principals leaving their headquarters for any reason either on duty or leave are required to give prior intimation of their leaving station to the Assistant Commissioner, with a copy to the Sangathan. They would of course continue to get the sanction of the same from their Chairman, as hitherto.

Copy of Office Order No. F. 3-7/71-KVS (SP) dated 7th Oct., 1971.

In partial modification of Article 109 [(II) of the Accounts Code for the Kendriya Vidyalayas, It has been decided that whenever any member of the staff of Kendriya Vidyalaya is transferred from that Vidyalaya, the transfer orders should be implemented scrupulously by the Vidyalaya concerned in accordance with the terms of the order or within a week, if nothing has been specified in the order. No leave of any kind shall be sanctioned to the transferred teaching/non-teaching staff including the Principal by the relieving Vidyalayas.

It has also been decided that if anyone who is under orders of transfer, applies for leave on medical or other grounds, the leave application should be sent along with his service record to the Vidyalaya where the person has been transferred and the person concerned should be considered to have been relieved from his duty from the date he applies for leave.

The above orders are also applicable to transfers of non-Vidyalaya staff also.]]]

Copy of letter No. F. 12.162/70/KVS (SS) dated 16.10.1971.

Subject : Utilisation of the hostels in Kendriya Vidyalayas.

I am to say that at its 16th meeting held on the 19th August 1971, the Board of Governors of the Sangathan while expressing general satisfaction about the slight improvement in the position of utilisation of the accommodation in the hostels, feel that further efforts should be made to improve the position. It was accordingly suggested that the Assistant Commissioners and other Inspecting Officers of the Sangathan would keep this matter constantly in view and discuss it with the Principal of the Kendriya Vidyalaya concerned with a view to bring about an improvement of the position.

It was also decided by the Board of Governors that the space capacity should be utilised either as temporary residences of teachers or as class rooms where necessary.

I am accordingly to request that a quarterly progress report on the utilisation of the hostels in Kendriya Vidyalayas may please be submitted to the Headquarters Office within a week of the month following the quarter.

Copy of letter No. F. 11/7/71-KVS (SS) Dated 24th Nov., 1971.

Sub :—Payment of vacation salary to the Kitchen staff employed in the hostels of Kendriya Vidyalaya.

I am to invite a reference to Article 140 of the Education Code and Article 213 of the Accounts Code according to which cooks and the kitchen staff attached to our hostels are not entitled to any pay during vacation. The question of payment of vacation salary to the cooks, and masalchi working in the hostels has been engaging the attention of the Sangathan for some time past. Representations have been received from the Principals who are running the hostels that they are facing difficulty in getting back the cooks and other staff after the vacation is over since their services have to be terminated during vacations and they get employed elsewhere.

In order to obviate this difficulty it has now been decided that the cooks, masalchi and bearer will be paid salary during 8 vacations also but no food will be admissible to them when the hostel does not function. The payment of the vacation salary should, however, be made to these employees only after they return to duty on the re-opening of the hostel.

The concession mentioned above will not be admissible to the sweeper paid from the hostel funds.

Copy of letter No. F. 3/7/71-KVS (SS) Dated 4-12-1971

Subject :— Leave Rules

I am to invite your attention to the summary of leave rules given in Appendix II of the Accounts Code for Kendriya Vidyalayas. Even though, leave rules have been explained in detail, it has been observed that irregularities continue to be committed by the Kendriya Vidyalayas resulting in unnecessary references to the Regional Offices as well as to the Sangathan. Your attention is, therefore, once again invited to this summary with the request that the instructions given be correctly followed.

In addition to the instructions given in the Accounts Code, the following additional instructions may also kindly be kept in view while sanctioning leave to any member of the staff including Principals :—

- (i) No leave of any kind including casual leave shall be sanctioned to the staff (teaching and non-teaching) including the Principals in conjunction with breaks (autumn and winter).
- (ii) No leave of any kind shall be sanctioned to the transferred teaching/non teaching staff including the Principals by the relieving Vidyalayas. If any one, who is under orders of transfer, applied for leave on medical and other grounds, the leave application shall be sent along with the employee's service record to the Vidyalaya where the person has been transferred for further action. The employee concerned shall be considered to have been relieved from his duties from the date he applied for leave.
- (iii) According to the sub para (iv) of Article 77 of the Education Code, the clerical staff put on duty during the breaks may be granted compensatory leave, if considered necessary. It has come to the notice of this office that there is some confusion regarding the interpretation of this clause. It is, therefore, hereby clarified that the intention behind this provision in the Education Code is that during the breaks the offices of the Vidyalaya shall be kept open and shall continue to function without interruption on all days except closed holidays (i.e. Sundays and gazetted holidays observed in Central Govt. Offices). For this purpose the staff may be put on duty by rotation to look after the day-to-day work. It has been left to the discretion of the Principals to decide whether the staff put on duty during the breaks should or should not be granted compensatory leave. If, in the exigencies of service, the Principal considers or finds it difficult to grant compensatory leave, he is not under an obligation to compensate the staff put on duty during the breaks, and the staff concerned cannot make a grievance of it.
- (iv) Whenever the Principal of a Vidyalaya has to leave the Headquarters for any reason, whether on duty or leave, he should give prior intimation, at least one week in advance, of his leaving station, to the Asstt. Commissioner, with a copy to the Sangathan. Leave will, of course, continue to be sanctioned by the Chairman, as hitherto.

This is in supersession of all earlier instructions issued in the past.

Copy of letter No. F. 22-9/67-Admn. (SP) Dated 11th February, 1972

Subject :—Educational concessions to the children of the Officers and men of the Armed Forces killed or disabled during the current hostilities.

In continuation of this Office letter of even number dated the 26th December, 1971 on the subject noted above, I am to say that the Govt. of India have since sanctioned various educational concessions to the children of *Officers and Jawans killed or disabled in action during the recent hostilities*. It has accordingly been decided that the following educational concessions should be granted to all children of officers and Jawans and para-military personnel killed or disabled in action during the recent hostilities, who are studying or admitted to the Kendriya Vidyalayas with immediate effect :—

- (i) Complete exemption from tuition and other fees ;
- (ii) grants to meet hostel charges in full for those putting up in hostels ;
- (iii) full cost of books and stationery ; and
- (iv) full cost of uniform.

These concessions would be available upto and inclusive of class XI.

The concessions are also applicable to the children of Officers and Jawans who have been declared missing for a period of six months or till the date of return of the missing Officer or the Jawan, whichever is earlier. The concessions are admissible to the children of Prisoners of War on the same terms.

To facilitate the identification of the children eligible for these concessions, the Record Offices of the Armed Forces will issue entitlement cards to the concerned children. The entitled children will produce these cards to the Kendriya Vidyalaya concerned. Pending issue of these cards, however, the Kendriya Vidyalaya should not charge any amount in respect of the 4 items mentioned in para 1 above from the child concerned or its guardian or parent. Instead, the Kendriya Vidyalayas should send the bills of cost to the Department of Education, Ministry of Education & Social Welfare, Shastri Bhawan, New Delhi, quoting the entitlement card number and other particulars of such students as are entitled to these concessions. This may be done monthly.

The issue of entitlement cards may take time. In the meanwhile, on the basis of the facts verified by the Kendriya Vidyalaya a claim may be made to the Ministry of Education & Social Welfare, New Delhi giving full particulars of the students entitled. While submitting the claims to the Ministry, their letter No. F. 17-19/71-Schools-II dated 24.1.1972 may please be quoted

Copy of letter No. F. 18-3/72-KVS (SS) dated 17.2.1972.

Subject : Immovable Property Statements.

It is desirable to obtain particulars from every employee of the Vidyalaya regarding immovable property owned, acquired by him or held by him on lease or mortgage either in his own name or in the name of any member of his family depended on him.

A specimen copy of the statement to be furnished is enclosed herewith. You are requested kindly to get all the employees including yourself to fill in the same carefully, giving details of immovable property owned by them as on the 31st December, 1971. The statements in respect of the Assistant Commissioners, Principals and Regional Office staff except Class IV employees in the Regional Office whose statements will be scrutinised and kept in the Regional Office, shall be submitted as early as possible to the undersigned but not later than the 15th March, 1972. Similar statements in respect of all the teaching and non-teaching staff employed in your Vidyalaya will be furnished to the Assistant Commissioners concerned under intimation to this Sangathan by the due date. The property statements of Class IV employees of the Kendriya Vidyalayas will however, be scrutinised by the Principals and kept in his office.

Such statements may be furnished every year, latest by 31st January, showing the position as on 31st December, of the preceding year.

Statement of immovable property on first appointment for the year _____

1. Name of the employee (in full) and the Kendriya Vidyalaya to which he/she belongs _____
 2. Present post held _____ 3. Present Pay _____
 4. Scale of Pay _____

Name of District sub-Division Taluka and Village in which property is situated	Name and details of property Housing Land & other buildings	Present Value	If not in own Name, state in whose name held and his/her relationship to the Govt. servant.	How acquired-whether by purchase, lease mortgage, inheritance gift or otherwise with date of acquisition and name with details of persons from whom acquired.	Annual income from the property	Remarks
1.	2.	3.	4.	5.	6	7

Signature & _____
 Date _____

Note : The declaration form is required to be filled in and submitted by every member of Class I and II Services under Rule-18 (1) of the Central Civil Service (Conduct) Rules 1964, on first appointment to the service and thereafter at an interval of every twelve months giving particulars of all immovable property owned, acquired by him or held by him on lease or mortgage either in his own name or in the name of any member of his family or in the name of any person

Copy of letter No F.4-1/71/KVS (SP) dated 1st March, 1972,

Sub :—Retirement age

Your attention is invited to the revised provision of Article 49, Education Code which now states that every employee would retire on the date he attains the age of 60 years. The only exemption that is made under our present rules is restricted to the recipients of the National Award in whose case a review and extension is possible at the discretion of the Sangathan. This decision of the Board was communicated to you vide Sangathan's circular of even number dated 8th April, 1971.

It is found however that the Sangathan continues to receive recommendations from Principals with respect of teachers and other employees for grant of extension in service beyond the age of 60 years. This gives the incumbant false hopes and places the Sangathan in an embarrassing position as there is no provision for any relaxation on any grounds whatsoever of the service rules now adopted by the Sangathan. Position as it stands may therefore be made clear to all concerned.

Cases of those teachers and other employees who are likely to attain the age of 60 years during one academic year may be identified and it would be a good and healthy convention if a letter of appreciation and thanks to the retiring teacher or official is sent in good time. The Principals and also the Asstt. Commissioner, would issue such letters depending upon the category of employee retiring. A human understanding and approach to the problem on retirement is called for.

Copy of letter No. F. 3-7/71-KVS (SS) dated 15th March, 1972.

Subject :—Leave Rules.

I am to refer to this Sangathan's letter No. F. 3-7/71-KVS (SS) dated 4th December, 1971, on the above subject, and to say that cases have come to the notice of the Sangathan, where some teaching and non-teaching staff employed in various Kendriya Vidyalayas have availed of leave in conjunction with winter break. This practice is contrary to the instruction contained in the letter referred to above.

To regulate the leave availed of by the Vidyalaya staff in conjunction with the winter break, it has been decided that where leave has been taken on medical ground supported by medical certificate from the Authorized Medical Attendant or Civil Surgeon, or due to the circumstances beyond the control of the individual concerned, e.g. natural calamities or disruption of means of communication etc., leave of the kind due (and not casual leave) may be sanctioned by the Assistant Commissioner, in conjunction with the staff in his/her discretion subject to the production of proof to the satisfaction of the Assistant Commissioner concerned. In other cases, the whole period including the break will have to be treated as leave of the kind due, apart from any other action which the Assistant Commissioner may decide to take against the defaulting employees.

All pending cases, if any may, be referred to the Assistant Commissioner concerned for decision. In the case of Kendriya Vidyalayas located in Delhi and Port Blair the matter may be referred to the Sangathan for final decision.

Instructions contained may be brought to the notice of all concerned. It may, however, be ensured that no breach of this provision may be allowed in future, but where in the past if any one, may have applied for leave due to ignorance of rules may be viewed sympathetically by the Assistant Commissioner.

Copy of letter No. F. 12-143/70-KVS (CDN) (SS) 29th March, 1972

Subject :—Facilities regarding land, buildings, furniture, etc , to be provided by the Ministry of Defence to Kendriya Vidyalayas.

In continuation of this Sangathan circular No. 4/71-SP letter No. F.9-11/70-KVS(SP) dated 17.3.1971, I am to forward for information and necessary action a copy of the orders issued by the Ministry of Defence, Govt. of India, New Delhi vide corrigendum No. 3(1)/72/550-C/D (GS. II) dated the 6th March, 1972 regarding recovery of rent for residential accommodation allotted to teachers of Kendriya Vidyalayas of Defence authorities. It will be seen that the concession allowed in the Ministry of Defence orders dated 2.7.65 (reproduced at page 388 of the Education Code) and 9.11.69 will be available also to new schools opened at Army/Naval/Air Force/Defence Production Stations.

The contents of the said orders may be noted carefully and suitable action, wherever necessary, taken at your end.

— — — —

Copy of letter No. 3(1)/72/550-C/D(GS.II) 6th March, 1972 from Government of India, Ministry of Defence, New Delhi.

CORRIGENDUM

The following amendments are made to this Ministry's letter No. F.3(10)/70/D(GS.II) dated 25th January, 1971 regarding facilities to be provided by the Ministry of Defence in respect of Central School Scheme :—

In para 1—add the following as item (v):—

“Provision of surplus accommodation to teachers employed by K.V.S.

(v) Orders contained in para 1(v) of Ministry of Defence letter No. 25(3) 63/D(GS II) dated 13th March, 1964 as amended by No. 25(3)63/D (GS.II) dated 2nd July, 1965 and letter No. 12(9)57/I/D(FY) dated 21st September, 1967 as amended by No. 12(9)57/I/D(FY) dated 9th November, 1969 shall be applicable to cases of new schools opened at Army/Naval/Air Force/Defence Production Stations.”

This will cover past cases also.

This issues with the concurrence of the Ministry of Finance (Defence) vide their u.o. No. 510/GS-II of 1972.

Sd/-

(P.S. RATNAM)

Under Secretary to the Govt. of India

To The Chief of the Army Staff
The Chief of the Naval Staff
The Chief of the Air Staff

Copy to :—The Controller General of Defence Accounts ; the Director of Audit, Defence Services ; All Controllers of Defence Accounts ; all Deputy Directors of Audit, Defence Services ; all Senior Deputy Directors of Audit, Defence Services.

Copy signed in ink to :—

All Controller of Defence Accounts.

The Chief of the General Staff

The Adjutant General

The Quartermaster General

The Engineer-in-Chief

The Director of Ministry Lands & Cantonments-50 copies
Ministry of Education

Kendriya Vidyalaya Sagnathan

Assistant Financial Adviser (GS)

Assistant Financial Adviser (W)—2 copies

Assistant Financial Adviser (Q)

Assistant Financial Adviser (AF)

Assistant Financial Adviser (N)

Assistant Financial Adviser (FY)

Assistant Financial Adviser (Proj)

Director of Army Education

Director of Naval Education

Director of Education, Air Force

AG/PS-5

Ministry of Defence—JS (A)

—JS (N)

—JS (P&C)

—JS (Q)

D (Prod-Admin)—20 copies—for communication to organisations/Sections concerned.

D (Air-IV)

D (N-II)

D (AG-II)

D (Prod-Admin)

Approval of Defence Minister for transfer of lands/buildings will be obtained by the administrative sections concerned and then referred to JS (Q) for issue of final orders on L&C side.

D (W-I)

D (W-II)

D (Air-II)

D (N-I)

D (Lands)—20 copies

D (Q&C)

For suitable action in individual cases relating to maintenance/repairs/construction recovery of rent.

.....

Copy of letter No. 20-12/70-KVS (CDN) Vol. II dated 18th April, 1972

Subject :—Percentage of marks obtained by candidates for appointment as teachers which should be equated with Second Division.

In supersession of this Sangathan's letter of even number dated 20th March, 1972, I am to inform you that the Ministry of Education & Social Welfare, has already issued instructions regarding percentage of marks obtained by candidates for appointment as teachers which should be equated with Second Division. A copy of the instructions contained in the Ministry of Education letter No. F. 1-27/61-SB.2(A) dated 30.10.61, is enclosed herewith for your guidance and necessary action.

Instructions issued vide this office circular No. F. 20-12/70-KVS(CDN) Vol. II dated 20th March, 1972 may be treated as cancelled.

Copy of letter No. F.1-27/61-SE.2(A) dated 30th October, 1961 from Shri N.S. Bhatnagar: Under Secretary to the Govt. of India, Ministry of Education to the Director of Education, Delhi.

Subject :—Percentage of marks obtained by candidates for appointment as teachers which should be equated with Second Division.

I am directed to refer to Shri Bhatt's D.O. letter No. 48/1/60-Edu. dated the 19th September 1961, on the subject mentioned above and to say that the Universities are competent to prescribe percentages for the Divisions of the Examinations conducted by them and there is very little that the Government can do in the matter. However, in so far as the questions of recruitment of teachers with Degrees from different Universities on a footing of equality is concerned, the Government of India have no objection to your adopting a certain minimum percentage of marks instead of the Second Division. As the pass percentage of marks prescribed by the various Universities for the award of Second Class Degrees varies from 45 to 50, it is suggested that 45% marks in the Degree Examination may be adopted as the minimum percentage for purposes of recruitment to the posts of a teacher for which a Second Class University Degree has been prescribed as the minimum qualifications.

Copy of letter No. F. 18-32/72-KVS (SS) dated 24th May, 1972.

Subject :—Vice-Principal-treatment as vocational & non-vocational staff:

The question of treating the post of Vice-Principal as vocational or non-vocational member of staff has been engaging the attention of this Sangathan for some time past. It is felt that the services of the Vice-Principal could be utilized during the vacation period to assist the Principal in making annual purchases of stationery/stores, Scientific equipment and teaching aids etc. well before the commencement of the academic session which would normally be needed by the Vidyalaya during the session. Not only this, the Vice-Principal could also assist the Principal in planning the yearly academic programmes preparing of school time-table and evolving the admission strategy of the Vidyalaya well before the commencement of the academic session.

It has accordingly been decided that the services of Vice-Principal may be utilised during a part of vacation in the discretion of the Principal and the Asstt. Commissioner. Half the period of vacation may be treated as duty period for the Vice-Principal, for which he will earn leave in accordance with the provisions of the rule. i.e. 3/5th of the duty performed will be credited as earned leave.

Copy of letter No. F. 18-10/72-KVS-(SS) dated 8-6-1972

Subject :—Payment of charge allowance to Vice-Principals.

The question of granting charge allowance to the Vice-Principals, attending to the duties of Principals has been engaging the attention of the Sangathan for some time past. It has now been decided by the Board of Governors in their Meeting held on 18th March, 1972 that charge allowance of Rs. 75/- p.m. may be given to the Vice-Principal who holds independent charge of a Vidyalaya for a period exceeding 2 months, and also to a Vice-Principal who is required to look after the duties of a regular Principal during his/her absence on leave or otherwise exceeding two months. The allowance will be drawn by the Vice-Principal, only after obtaining prior approval of the Commissioner.

— — — — —

Copy of letter F. No. 4-1/71-KVS (SS) Dated 8-6-1972

Subject : Retention of lien of permanent employees of Kendriya Vidyalaya Sangathan on the eve of their selection to Public Sector Undertakings, Autonomous bodies, Semi-Govt. Organisation. etc. Regarding.

The question whether the lien of permanent employees of Kendriya Vidyalaya Sangathan who are selected for appointment in Govt. or State Govt. institutions, Public Sector Undertakings/Autonomous bodies/Semi Govt. Organizations etc. should be retained for some specified period or not, has been under the consideration of this Sangathan for some time past. It has now been decided that the permanent employees of the Sangathan, who are selected for appointment in Govt. or State Govt. institutions, Public Sector Undertakings/Autonomous Bodies/Semi Govt. Organizations etc., on the basis of their applications duly forwarded by the Sangathan, should be allowed to retain lien on their permanent post in the Sangathan with the prior approval of the Commissioner for a period of 2 years or till they are permanently absorbed in the undertakings, etc., whichever is earlier subject to the following conditions :

- (i) The Leave Salary and Pension Contributions shall be paid by the employee concerned himself/herself for the period of foreign service.
- (ii) The Sangathan will not accept any liability whatsoever to pay any retirement benefits or for carry forward of leave for the period of service rendered under the Sangathan in case the employee concerned finally decides to get absorbed permanently under the foreign employer ;
- (iii) If it is proposed to absorb the Sangathan's employee permanently in the Public Sector Undertaking/Autonomous bodies/Semi-Govt. Organisations before the expiry of 2 years mentioned above, it would be incumbent on the foreign employer (Borrowing authority) to consult the Sangathan before issuing orders of permanent absorption and the orders of permanent absorption shall be issued by the foreign employer (Borrowing authority) only after the resignation of such employee has been accepted by the Sangathan.
- (iv) If the Sangathan's Employee is not permanently absorbed within a period of 2 years from the date of his appointment in the Public Sector Undertaking/ Autonomous Bodies/Semi-Govt. Organisations in the manner indicated at (iii) above, he should immediately on the expiry of the said period of 2 years, either resign from Sangathan's service or revert to the Sangathan. If the employee concerned does not revert to the Sangathan within a period of two years, he will be deemed to have resigned from the Sangathan and sever all connections with it.

- (v) The assignment under International Cooperation Programme for which the Sangathan will sponsor candidates only from amongst permanent employees, will be governed by the relevant orders issued by Govt., but the employee so sponsored will have to give an undertaking that if the leave salary, pension contribution is not paid to the Sangathan under the terms of sponsorship by the foreign Govt. or the employee himself, the period of such deputation will not be treated as qualifying service.

The above procedure will not apply to a temporary employee of the Sangathan who will have to resign from Sangathan's service before he is appointed in such undertakings/ Organisations etc. on the basis of his own application.

It is hereby clarified that all applications for assignment with foreign employer shall invariably be forwarded through the Commissioner only. The above terms will not be extended to the staff whose original applications are found to have been forwarded direct with out reference to the Commissioner, Kendriya Vidyalaya Sangathan.

Copy of letter No. F. 18-18/72-Estt. dated July, 15, 1972.

Subject :—Amendments to Education Code.

I am to forward herewith the second list of amendments to the Education Code, for your information and guidance.

Second list of additions and corrections to the Education Code for the Kendriya Vidyalayas.

No. 1.

Preface

Page (ii) delete the numbers 3 and 4 given to the last two paragraphs.

No. 2.

Article 27-A

Under the heading Administrative Powers.

- (a) In line 2 of Item I, for the words "upto and including" substitute "excluding".
- (b) In Item 5, delete full-stop, and add the following :—
"excluding Assistant Commissioners"

No. 3.

Article 29-A

Under the heading "administrative powers"

- (a) In Item I for the words "posts in Class III", substitute "Posts in Class II and Class III".
- (b) In Item 2 for the words "Class III employees", substitute "Class II and III employees".
- (c) For the existing entry against Item 16, substitute the following :—
"To sanction increments beyond the Efficiency Bar to Class III employees of Regional Office and to PGTs of the Kendriya Vidyalayas".

No. 4.
Article 31

Under the heading "administrative powers of the Principals" after Item 38, add the following :—

"to sanction leave to teachers and non-teaching staff of the Vidyalaya in accordance with the rules laid down by the Sangathan.

No. 5.
Article 34 (b)

In the penultimate line of this Article for the words "years", substitute "terms".

No. 6
Article 36

In para 2 under this Article against Item (iii) for the existing entry, substitute the following :—
"Eminent Educationist".

No. 7
Article 38

Delete the existing entries shown against "Principals, Post Graduate Teacher and Trained Graduate Teacher" and substitute the following :—

Designation	Classification
Principal	I
Vice-Principal	II
Post Graduate Teacher	II
Trained Graduate Teacher	III

No. 8
Article 44

Qualifications

(a) Delete the existing sub-clause (i), (ii) and (iii) and substitute the following

(i) Principal, Vice Principal, Post-graduate teacher, Trained Graduate Teacher and Primary Teacher.

As provided in schedule I to the Kendriya Vidyalaya Sangathan (Appointment, Promotion, Seniority, etc.) Rules, 1971, reproduced at Appendix 40 of the Code.

(b) The existing sub-clauses (iv) to (xiii) shall be re-numbered as (ii) to (xi).

Age limits

(a) Delete the existing provision relating to Principal and PGT and substitute the following :—

Principal	} As provided in Schedule I to the Kendriya Vidyalaya Sangathan (Appointment, Promotion, Seniority, etc.) Rules, 1971, reproduced at Appendix 40 of the Code.
PGT	
TGT	
Primary Teacher	

(b) For the words "TGT and all other teachers including Librarian" please substitute :
"All other teachers including Librarian".

No. 10
Article 49

"Terms and conditions of service"

(i) Delete clause (a) "appointment" and (b) "confirmation" and substitute the following :—

“Appointment and confirmation of an employee will be regulated in accordance with the Rule 6 to 12 of the Kendriya Vidyalaya Sangathan (Appointment, Promotion, Seniority, etc.) Rules, 1971, reproduced at Appendix 40 of the Code”.

(ii) Delete the existing clause (i) under this Article relating to age of retirement and substitute the following :—

“(i) Age of Retirement : Every employee shall retire on the day he attains the age of 60 years. In the case of teachers and Principal in receipt of National Awards, extension in the service may be granted, at the discretion of the Commissioner, on year to year basis, upto the maximum of five years.

Notwithstanding anything contained in this Article, the appropriate authority shall, it is of the opinion that it is in the Sangathan's interest to do so, have the absolute right to retire an employee after he has attained the age of 55 years by giving him notice of not less than three months in writing.

Any employee may by giving notice of not less than three months in writing to the appropriate authority retire from service after he has attained the age of fifty-five years.

Provided that it shall be open to the appropriate authority to withhold permission to an employee under suspension who seeks to retire under this clause.

Note : 1. :—“Appropriate authority” means the authority which has the power to make substantive appointment to the post or a service from which the employees is required or wants to retire.

Note : 2 :—The three months' notice referred to in this clause may be given before the employees attains the age of fifty-five years, provided that the retirement takes place after he has attained that age.

(Amendment issued under Sangathan's letter No. F. 4-1/71-KVS dated 2/6th April 1971). Date of effect : 25th February 1971.

No. 11

After the existing article 53, add the following :—

53 (a) : Kendriya Vidyalaya Sangathan

(Appointment, Promotion, Seniority, etc.) Rules, 1971.

The Kendriya Vidyalaya Sangathan (Appointment, Promotion, Seniority etc.) Rules, 1971, are placed at Appendix 40 of the Code.

No. 12

Article 57-D

For existing words “at the end of the calendar year” occurring in line 2 and 3 of this sub-para, the following may be substituted :—

“at the end of 30th June every year”.

Date of effect : 7th June, 1967.

No. 13

Article 57-G

(i) For the word “Management” occurring in line 7 of this sub-para, substitute the word “Principal”.

(ii) For the word “teacher” wherever it occurs in this sub-para, the words “teacher/member of the staff” may be substituted.

No. 14
Article 72

Washing allowance

In Line 2 of this Article for the words and figures "Rupee 1/- per mensem" the following may be substituted :—

"Rs. 2/- per mensem with effect from 1st August, 1969".

No. 15
Article 77

In sub-para (iii) of this Article for the existing heading "For the Vidyalayas at Lansdowne, Ranikhet and Simla", substitute "For the Vidyalayas at Lansdowne, Ranikhet, Simla and Srinagar."

No. 16
Article 88

After clause (i) under this Article insert the following as clause (ii) :—

"(ii) Admission on transfer from a school following the all-India pattern of studies of Kendriya Vidyalayas at any time of the academic year, subject to the approval of the CBSE where such permission is necessary in accordance with the CBSE rules. Pupils in such cases may also be permitted to take the annual examination to be held in April, subsequently, provided they fulfil the attendance requirement as laid down in Article (iii) of the Code.

The existing clauses (ii) and (iii) shall be re-numbered as clauses (iii) and (iv).

No. 17
Article 92

In lines 4 to 6 under this Article for the existing second sentence, substitute the following :—

"A pupil securing less than 50% marks in the aggregate of Science and Mathematics subjects and less than 45% marks individually in these subjects shall not be admitted to the Science course."

No. 18
Article 115

Promotion

For the existing entries (a), (b), (c) and (d) under this article, substitute the following :—

(a) Class work, home work projects and practicals.	10
(b) Periodical tests	20
(c) Half yearly examination	20
(d) Annual examination	50
	<hr/>
Total	100
	<hr/>

No. 19
Article 129

(i) Under Note (1) below "A. Core Subjects", in the first line, for the words, "three languages", substitute "Two languages".

(ii) Under sub-para (b)—"Other Subjects" under the heading "Pattern of the Scheme" and also under the heading "Internal and External Examination" under this Article, the following amendments may be made :—

(1) For the words "Elementary Mathematics and special Mathematics" wherever they occur, substitute "Mathematics" only

(2) For the words "Social Studies or Indian Culture and Civilization" wherever they occur, substitute "Social Studies and Indian Culture and Civilisation".

No. 20

Article 132

In paragraph 2 under this Article, delete this first sentence and substitute the following :—

"The entire expenditure on the teaching of regional languages in Kendriya Vidyalayas shall be borne by the Sangathan and will be debited to the head "Pay and Allowances".

Date of effect : 15th May, 1970.

No. 21

Article 136

Substitute the words "pupils' fund" for the word "Pupil's fund", wherever they occur in this Article.

Article 166 : Kendriya Vidyalayas merit scholarship scheme for Classes IX to XI.

After clause (e) under this Article, add the following as under :—

Note : one of the essential conditions governing the admissibility of this scholarship under this scheme for Classes IX to XI will be that the candidate standing first in VIII, IX and X classes should have obtained a minimum of 60% marks.

This condition will be applicable from the academic year 1972-73.

No. 23

Appendix I

On page 102 in the second column delete the words and figures "KERALA (5)", and after S.No.29, insert the words and figures "KERALA (4)".

No. 24

Appendix 22

Description of posts	Appointing Authority	Disciplinary Authority	Penalties vide Rule II of CCS (CCA) Rules, 1955	Appellate Authority
Class IV posts in Kendriya Vidyalayas	Principal	Principal	Penalties (i) to (iv)	Chairman, Vidyalaya Management Committee
		Chairman, Vidyalaya Management Committee	Penalties (v) to (ix)	Assistant Commissioner

No. 25

(After the existing Appendix KXXIX, add the following as a new Appendix XL to the Code)

Kendriya Vidyalaya Sangathan
(Appointment, Promotion, Seniority, etc.)
Rules, 1971

In exercise of the powers vested in them under rule 22 of the Rules of the Kendriya Vidyalaya Sangathan, the Board of Governors of the Sangathan hereby make the following rules :—

1. Short title, commencement and applicability :

- (a) Those rules may be called the Kendriya Vidyalaya Sangathan (Appointment, Promotion, Seniority etc.) Rules, 1971.
- (b) They shall come into force from 19th August, 1971.
- (c) They shall apply to the posts specified in Schedule I to these rules.

2. Definitions

- (a) "Appointing authority" in relation to any post means the authority empowered to make appointments to that post, as specified in Schedule II ;
- (b) "Appointed day" means the date on which these rules come into force ;
- (c) "authorised permanent and temporary strength" in relation to any post means the strength of permanent and temporary specified posts of that grade ;
- (d) "Board" means the Board of Governors of the Kendriya Vidyalaya Sangathan ;
- (e) "Commissioner" means Commissioner of Kendriya Vidyalaya Sangathan ;
- (f) "On probation" with relation to a person, means a person other than a probationer, appointed to any post on probation or trial as specified in rule 10 (2) of these Rules ;
- (g) "Probationer" means a direct recruit appointed to any post on probation in or against a substantive vacancy ;
- (h) "Sangathan" means the Kendriya Vidyalaya Sangathan ;
- (i) "Schedule" means a schedule to these rules ;
- (j) "Select Panel" in relation to any post means a panel prepared in accordance with the procedure laid down in these Rules.

3. Classification of Posts

The classification of the posts shall be as specified in Schedule I to these rules.

4. Authorised permanent strength and temporary strength of the Service :—

- (i) The authorised permanent and temporary strength of the various grades of the service on the appointed day shall be as specified in Schedule I.
- (ii) After the appointed day, the authorised permanent and temporary strength of the various grades of the service shall be such as may, from time to time, be determined by or under the authority of the Board.

Provided that the competent authority may make temporary additions to any grade of the Service as found necessary in the interest of the work of the Sangathan.

5. Initial Constitution

The permanent and temporary employees of each grade who have already been regularly appointed to the posts in the respective grades before the appointed day, or are eligible for such appointment from a date prior to the appointed day, shall be deemed to have been inducted into the respective grades of the Service at its initial constitution.

6. Recruitment

(i) The method of filling up of the posts in the various grades of the service, age limit and other qualifications relating thereto shall be as specified in Schedule I (In case of posts not covered in Schedule I, procedure, qualifications and similar matters shall be determined by the Commissioner). Provided that the upper age limit prescribed for direct recruitment may be relaxed in the case of candidates belonging to the Schedule Castes/Schedule Tribes and other specified categories of persons in accordance with the orders issued in this behalf from time to time by the Central Government.

(ii) Appointments by direct recruitment or by promotion of departmental candidates shall be made, except when there are special reasons to be recorded in writing with the approval also of the Chairman, in the order in which the names of eligible candidates are included in the Select Panel of the appropriate grade prepared according to the procedure laid down in Rule 7.

7. Preparation of Select Panels

(1) In the case of posts being filled up by direct recruitment the appropriate selection authority shall, after test or interview or both, as the case may be, place the candidates considered suitable for appointment to the particular grade/post in a select panel in the order of their merit.

(2) In the case of posts being filled up by promotion on the principle of seniority subject to the rejection of the unfit, the Departmental Promotion Committee or other selecting authorities will first decide the field of choice i.e. the number of eligible employees who are to be considered for inclusion in the select panel. From among such employees those who are considered unfit for promotion are to be excluded. The "Select Panel" will then be prepared by placing the name of the remaining employees without disturbing the seniority inter se.

(3) In the case of promotion on the basis of seniority-cum-merit or on the principle of merit with due regard to seniority the field of choice will first be decided and the employees considered unfit excluded in the same way as in the sub-rule (2) above. The remaining employees are then to be classified as "outstanding" "very good" and "good" on the basis of merit, as determined by their respective records of service and also test or interview if considered necessary. The "Select Panel" will thereafter be prepared by placing the names in the order of those categories, without disturbing the seniority inter se within each category.

(4) Where the posts are to be filled up partly by direct recruitment and partly by promotion, the select panel will be prepared as follows :—

The appropriate selecting authority will first prepare two separate select panels for the two categories in accordance with the procedure laid down above. The required panel will then be drawn up by combining these two separate panels according to the quota of posts reserved for each category. That is to say, the names of direct recruits will appear first, followed by the promotees, in proportion to the respective quota reserved for them.

8. Removal of Names from the Select Panel

(1) Subject to the exceptions made under sub-rule (3), an employee included in the select panel for a post shall continue to be included in the select panel during the life of the panel as indicated in sub-rule (2) below :

(2) The life of a panel shall normally be one year, but it may be extended in exceptional cases by the competent authority by another year after which the panel will cease to be operative. Any employee included in the select panel for a post who cannot be appointed to that post or who is reverted therefrom for want of vacancies and is not re-appointed to that post, will on the expiry of the life of the panel, cease to be in the select panel.

(3) The name of persons of the following categories shall be removed from the select panel :

- (i) persons substantively appointed to the posts concerned ;
- (ii) persons transferred to another posts or service ;
- (iii) persons who die or retire from service or whose services are otherwise terminated ;
- (iv) persons officiating in the respective post who are reverted therefrom under the C.C.S. (C.C.A.) Rules, or on ground of unfitness to continue in that post.

9. Ad-hoc-Appointment

(1) Notwithstanding anything contained in rule 6 & 7 when an employee included in the select panel is not available or where such a select panel has not yet been prepared and the appointing authority considers it necessary and expedient to do so, a vacancy in any grade of the service may be filled on ad-hoc and temporary basis by the appointment of a person or persons otherwise eligible for appointment thereto :

- (i) for a period not exceeding six months ; or
- (ii) for the period for which a select panel in respect of the particular post grade is not prepared as per rule 7, whichever is less.

(2) Every appointment under sub-rule (1) shall be made only as a temporary arrangement and no such appointment shall be deemed to confer on the appointee any right or claim to the respective grade/post or to seniority in that grade.

10. Probation

1. Every direct recruit shall initially be appointed on probation, the period of probation being two years from the date of appointment, which may be extended to three years by the competent authority for reasons to be recorded in writing.

2. Every person other than a probationer shall, when first appointed to any post, be on probation for a period of two years from the date of such appointment, which may be extended to three years by the competent authority for reasons to be recorded in writing.

11. Confirmation of Probationers

When an employee appointed to a post on probation or on trial has completed his/her probation/trial to the satisfaction of the appointing authority, he/she shall be eligible for substantive appointment or continuance therein, as the case may be, and such substantive appointment shall be made in the order of seniority as indicated in the relevant select panel.

12. Discharge or Reversion of Probationers

1. An employee appointed to any post in the Kendriya Vidyalaya Sangathan, specified in the Schedule, who has no lien on any post under the Central Government or any State Government or the Kendriya Vidyalaya Sangathan, shall while on probation be liable to be discharged from the post at any time with one month's notice or pay in lieu thereof, if

(i) on the basis of his/her performance or conduct during the probation he/she is considered unfit for further retention in the post concerned; or

ii) on the receipt of any information relating to his/her nationality, age, health or antecedents, the appointing authority has satisfied that he/she is ineligible or otherwise unfit for being an employee of the Kendriya Vidyalaya Sangathan.

2. An employee who holds a lien on a post under the Central Government or any State Government or in the Kendriya Vidyalaya Sangathan may while on probation may be reverted to such post at any time in any of the circumstances specified in sub-rule (1).

3. An employee appointed to any post specified in the Schedule, who is not considered suitable for confirmation or continuance in that post during the or at the end of the period of probation specified in rule 10 or at the end of the extended period of probation, if any, shall be discharged or reverted in accordance with the sub-rule (1).

4. An employee of the Kendriya Vidyalaya Sangathan on "trial" in any of the posts specified in the Schedule who is not considered suitable for continuance in that post during or at the end of the period of trial specified in sub-rule (1) or (2) of rule 10 or the extended period, if any, shall be reverted to the next lower grade.

13. Seniority

1. Inter-se seniority of employees selected for appointment to a post and placed in a particular panel shall be determined by the order of merit in which their names appear in that panel and not by the respective dates of their assumption of charge of their duties, *i.e.* dates of appointment to the post.

2. Where recruitment is made partly by direct recruitment and partly by promotion, the inter-se seniority of employees selected against the direct recruitment quota *vis-a-vis* those promoted against the promotion quota shall be determined in the manner prescribed in rule 7(4).

3. Employees selected by the Appointment Committee or other selected authority and placed in a particular panel shall be en-bloc senior to employees selected later and placed in a subsequent panel, irrespective of the dates on which they join duties.

4. The relative seniority of employees appointed to any post before the appointed day shall be regulated by their relative seniority as determined before that date either in the manner indicated in sub-rules (1) and (2) or in any other manner. Provided that, if the seniority of any such employees had not been specifically determined before that day, it shall be as determined by the Sangathan, if necessary, in consultation with the Board/Committee.

5. All employees appointed to a post on regular basis before the appointed day shall be senior to the employees appointed to that post after the appointed day.

6. Any matters relating to seniority not specified in this rule shall be determined in accordance with the rule prescribed by Government of India from time to time in regard to seniority.

14. Absorption of staff of the schools taken over to be run as Kendriya Vidyalayas

Notwithstanding anything in these rules, such employees of the schools taken over by the Sangathan to be run as Kendriya Vidyalaya, as are considered suitable for appointment in the Kendriya Vidyalayas, will be appointed to such grade as may be determined for them after proper screening, from the date to be specified by the competent authority and shall be placed below the names of those already appointed substantively, before that date in their respective grades.

15. Residual Matters

In regard to matters not specified referred to in these rules, the employees in the posts specified in the Schedule shall be governed by the regulations and orders applicable to the employees of the Sangathan in general.

16. Removal of Difficulty

If any difficulty arises in the implementation or operation of any of the provisions of these Rules, the Commissioner may, from time to time, issue with the approval of the Chairman, Kendriya Vidyalaya Sangathan, such general or special directions (not inconsistent with the provisions of these Rules), which appear to be necessary for the purpose of removing such difficulty.

SCHEDULE TO THE KENDRIYA VIDYALAYA SANGATHAN

(Appointment, Promotion, Seniority, etc.) Rules, 1971

Name of post	No. of posts	Classification	Scale of pay	Age limit for direct recruits.	Educational & other qualifications for direct recruits.	Whether age & Educational Qualifications prescribed for the direct recruits will apply in the case of promotees	Method of recruitment whether by direct recruitment or by promotion or transfer and percentage of the vacancies to be filled by various methods. In case of recruitment by promotion/transfer grades from which promotion is to be made
1	2	3	4	5	6	7	8
<p>Per./temp. 3. 2</p>	<p>1</p>	<p>I</p>	<p>Rs 1100-50-1400</p>	<p>30-45 years relaxable in the case of Govt. servants and employees of Kendriya Vidyalaya Sangathan</p>	<p>(i) Essential</p> <ol style="list-style-type: none"> 1. At least a second class Master's degree. 2. Degree in Education or equivalent qualification 3. About ten years of experience in educational administration and supervision in a recognised educational institution/office/organisation. <p>(ii) Desirable</p> <ol style="list-style-type: none"> 1. Working knowledge of Hindi and English. 2. Experience in directing in service training programme for teachers and administrators and or research in education. 	<p>No</p>	<p>60% by direct recruitment through :</p> <p>(a) advertisement in the press.</p> <p>(b) circulation amongst State Govts, Universities other Educational Autonomous Bodies of the Govt. and the Ministry of Education and Social Welfare.</p> <p>If suitable candidates are not available by this procedure, the competent authority may after obtaining the advice of the Selection Committee constituted for such selection, fill up a vacancy on deputation basis from the employees of Govt of India, State Govts., Union Territories and Autonomous Organisations provided the candidates fulfil all the qualifications mentioned in col. 6.</p> <p>40% by promotion on the basis of seniority cum merit from amongst permanent Principals/Education Officers who have rendered not less than 15 years service as Principal/Education Officer.</p>

1	2	3	4	5	6	7	8	
Education Officer (Subject Specialists)	5	7	I	Rs. 700-1100 plus a spl. pay of Rs. 150 per month.	N.A.	N.A.	N.A.	<p>'Educational qualifications for appointment to the post of Education Officer shall be II class Master's degree or equivalent degree in the subject with teachers' training degree/diploma. Requirement of II class Master's Degree or training qualifications is relaxable in the case of Principals having more than 10 years teaching experience.'</p> <p>Subject to their qualifications, the incumbents of the posts of Education Officer are inter-changeable with the Principals and will be appointed by the Competent Authority for such period as it may deem necessary.</p>
Principal Kendriya Vidyalaya	144		I	Rs. 700-1100	35-50 yrs. relaxable in the case of Govt. servants and employees of the Kendriya Vidyalaya Sangathan	<p>Qualifications</p> <p>(i) Essential</p> <ol style="list-style-type: none"> 1. At least a second class Master's degree in a school subject approved by the All India Higher Secondary Board and provided for in the Kendriya Vidyalaya from time to time. 2. A degree or Post Graduate Diploma in teaching/education. 3. At least 7 years. experience of educational, administration including teaching in a recognised school at 	Yes	<p>80% by direct recruitment on the basis of All India advertisement in important newspapers through the Directorate General of Employment and Training.</p> <p>If suitable candidates are not available by this procedure, the competent authority may, after obtaining the advice of the Selection Committee constituted for such selection, fill up a vacancy on deputation basis from the employees, Govt. of India, State Govts., Union Territories and Autonomous Organisations provided the candidate fulfils all the qualifications prescribed in col. 6.</p>

the secondary or a higher stage.

(ii) Desirable

1. Working knowledge of Hindi and English.
2. Experience in organising sports, games and other co-curricular activities.

Vice-Principal	16 (temp.) on the basis of enrolment figure as on 1st August, 1970	II	Rs. 400-800	N.A.
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N. A.

N.A.

20% by promotion on the principle of merit with due regard to seniority from amongsts—

Vice-Principals, who have rendered a minimum of 5 year. service in the Kendriya Vidyalayas of which at least 3 yrs. should be in the grade of Vice-Principals. In case sufficient number of Vice-Principals of merit is not available, PGTs of Kendriya Vidyalayas who have rendered at least 12 yrs. service in the grade of PGT in the Kendriya Vidyalaya or in a Higher Secondary School of which at least 5 yrs. should be in the Kendriya Vidyalayas as PGTs.

By promotion on the basis of seniority, subject to the rejection of unfit from amongst PGTs serving in the Kendriya Vidyalayas, who possess the following qualifications :—

19

Essential :—

(1) Second Class Master's Degree in one of the subject, aught in the Kendriya Vidyalaya.

(2) Degree or Diploma in Education/Teaching

(3) At least 10 yrs experience as PGT in a recognised High/Higher Secondary School of which at least 3 yrs. should be in a Kendriya Vidyalayas.

Desirable :—Knowledge of both Hindi and English.

1	2	3	4	5	6	7	8
Post Graduate Teacher	1144 (permanent) II	Rs. 300-600	40 yrs. or less relaxable in the case of Govt. servants and employees of Kendriya Vidyalaya Sangathan.	Essential : 1. 2nd Class Master's Degree in the subject concerned. 2. University Degree/ diploma in teaching. 3. Three years teaching experience in a recognised school.	No. but second class Master's degree of 45% marks in the subject concerned and teaching experience of 5 yrs or more in a K.Vs is essential.	75% by direct recruitment on the basis of All-India advertisement in important newspapers through the Director General of Employment and Training. 25% by promotion on the principle of merit with due regard to seniority from amongst TGTs who have rendered a minimum of 5 yrs service in TGT or higher grade of which at least 2 years should be in the grade of TGT in a Kendriya Vidyalaya.	
Trained Graduate Teacher	706 (permanent.) III	Rs. 220-500	35 yrs. or less relaxable in the case of Govt. servants and employees of Kendriya Vidyalaya Sangathan.	Essential :— 1. 2nd class Degree (45% marks and above in the degree examination considered as equivalent) in the subject concerned. 2. University Degree/ Diploma in teaching. 3. 2 yrs. of teaching experience in a recognised school, relaxable in the case of exceptionally qualified candidates.	No, but possession of second class degree in Arts or Science (45% marks and above in the examination considered as equivalent) and teaching experience of 3 yrs. is essential.	(1) 25% by promotion on the basis of seniority subject to the rejection of unfit, from amongst Primary Teachers (2) 75% by direct recruitment through the Regional Employment Exchange.	

1	2	3	4	5	6	7	8
Primary Teacher	1.488 (permanent)	III	Rs. 125-320 (for matric trained) or Rs. 135-320 (for Higher Sec. Trained)	30 yrs. or less	<p>Desirable :</p> <p>Competence to teach both through Hindi and English media.</p> <p>Essential :—</p> <ol style="list-style-type: none"> 1. Matriculation/Higher Secondary Examination. 2. Certificate in teaching. 3. Competence to teach both through English and Hindi media. 	N. A.	Cent-per-cent by direct recruitment.

SCHEDULE—II

See Rule 2 (a)

<i>Post/Grade</i>	<i>Appointing Authority</i>
Assistant Commissioner	Vice-Chairman, KVS
Education Officer	Commissioner
Principal, Kendriya Vidyalaya	Commissioner
Vice-Principal, Kendriya Vidyalaya	Commissioner
Post-Graduate Teacher	Assistant Commissioner
Trained-Graduate Teacher	Assistant Commissioner
Primary Teacher	Assistant Commissioner

Annexure—A

(Referred to in item 5)

(1) Article 27

Under the heading "Administrative Powers"

- (a) In line 2 of item (1), for the words "upto and including", substitute "excluding".
- (b) In item (5), delete full stop and add the following :—

(2) Article 29

Under the heading "Administrative Powers",

- (a) In item (i) for the words "Posts in Class III", substitute "posts in Class II and Class III".
- (b) In item (2) for the words "Class III employees", substitute "Class II and III employees".

(3) Article 38

Delete the existing entries shown against Principal, Post-Graduate Teacher and Trained Graduate Teacher and substitute the following :—

Designation	Classification
Principal	Class I
Vice-Principal	Class II
Post-Graduate Teacher	Class II
Trained Graduate Teacher	Class III

(4) Article 44 : Qualifications :—

- (a) Delete the existing sub-clauses (i), (ii) and (iii) and substitute the following :—
- (i) Principal, Vice-Principal, Post-Graduate Teacher and Trained Graduate Teacher and Primary Teacher :—

As provided in Schedule I to the Kendriya Vidyalaya Sangathan (Appointment, Promotion, Seniority, etc.) Rules, 1971.

(b) The existing sub-clauses (iv) to (xiii) shall be renumbered as (ii) to (xi).

(5) Article 45 : Age limits

(a) Delete the existing provision relating to Principal and P.G.T. and substitute the following :—

Principal		As provided in Schedule I to the Kendriya Vidyalaya Sangathan (Appointment, promotion, Seniority, etc.) Rules, 1971
P.G.T.		
T.G.T.		
Primary Teacher		

(b) For the words "T.G.T. and all other teachers including Librarian", please substitute : "All other teachers including Librarian".

(6) Article 49 : Terms and conditions of service

Delete clause (a) Appointment (b) confirmation and give a note referring to relevant provision in Kendriya Vidyalaya Sangathan (Appointment, Promotion, Seniority, etc.) Rules, 1971.

(7) On 'Contents' Page (ii) under chapter V, for "Appointment Authority", read "Appointing Authority".

(8) Add New clause 53A as under

53A Appointments Promotion, Seniority, etc, Rules, 1971.

Copy of letter No. F. 1644/72-KVS (SS). Dated 4-8-72

Subject :— Printing of Letter-heads of Kendriya Vidyalaya by the Principals Regarding

It has been observed that some Kendriya Vidyalayas have got letter-heads of the Vidyalayas printed with the emblem of the Kendriya Vidyalaya Sangathan together with the names of the Principal as well as of the Chairman of the Kendriya Vidyalaya.

It is needless to point out that letter-heads, which are to be used for issuing official communications, should include only the emblem and the location of the Vidyalaya in addition to the words "Kendriya Vidyalaya" in bold type at the top. Apart from the fact that the names of the Principal or the Chairman has no particular significance in official communications, the holders of these appointments are transferable and as such it is not desirable to get their names printed in letter-heads, the expenditure on which is met out of the funds of the school. Often such letter-heads have to be got corrected consequent to the departure of the incumbent concerned from the Vidyalaya. It is, therefore, requested that in future, letter-heads of the Kendriya Vidyalayas may not be printed with the names of the Principal or Chairman or other authorities. Where, in any particular communication, it is considered necessary to indicate the name of any authority, it may be type-written at the top of the letter-head.

Copy of letter No F. 3-7/71-KVS (SP) Dated 25 Nov., 1972

Subject : Grant of leave to Principals.

I am to invite a reference to sub-para (iv) of para 2 of the Sangathan's letter of even number dated the 4th December, 1971 and to say that cases have come to the notice of this office where Principals left the Headquarters of the Vidyalaya, whether on duty or on regular leave, without giving any intimation to the Asstt. Commissioner or the Sangathan as mentioned in the letter of 4th December, 1971 quoted above. There have been occasions when the Asstt. Commissioner or some other officers of the Sangathan paid a visit to the Kendriya Vidyalaya only to find that the Principal was not at the station, resulting in embarrassment to the officer concerned as well as the staff of the Vidyalaya.

The question regarding grant of leave to Principals has accordingly been reviewed in this office and the following decisions have been taken :

- (i) Leave upto two weeks shall be sanctioned to the Principals by the Chairman of the Vidyalaya concerned under intimation to the Asstt. Commissioner as well as the Sangathan.
- (ii) Leave beyond two weeks or upto 120 days shall be sanctioned by the Asstt. Commissioner.
- (iii) Leave beyond 120 days shall be sanctioned by the Commissioner.

Whenever a Principal proceeds on earned leave, half pay leave or any other kind of leave except casual leave, he will, irrespective of the period of leave applied for, submit a handing over charge report in the prescribed form both to the Asstt. Commissioner as well as to the Sangathan. On resumption of duty he will likewise submit a taking-over charge report to the Asstt. Commissioner and to the Sangathan.

Whenever a Principal is deputed on official business to the Asstt. Commissioner's office or to the headquarters' office of the Sangathan, he should invariably obtain prior permission of the officer concerned whom he wants to meet before actually undertaking the journey. Similarly any official sent to headquarters for official work must obtain prior approval from us before coming to headquarters.

It is requested that the above instructions may be noted by each Principal and compliance insisted upon before he actually proceeds on leave, etc.

Copy of letter No. F. 18-71/72 KVS (SS) Dated 20-12-1972

Sub : Economy in Expenditure.

In view of the difficult financial situation prevailing in the country, Govt. of India have issued orders for effecting economy in expenditure, both recurring and non-recurring under the various non-plan heads. In order to curb the growth of expenditure it has been decided that the following specific measures be adopted to effect economy :

- (i) Provision made in the budget for contingencies, travelling allowance and entertainment should be reduced by imposing an ad-hoc 5 per cent cut.
- (ii) Post remaining unfilled for more than six months should not be filled up.
- (iii) There should be an absolute ban on the purchase of new items of decoration and such other items. There should also be a similar ban on the purchase of new items of furniture, except where they are considered inescapable, for example, for the use of new staff or where existing articles have become unserviceable.
- (iv) The expenditure on telephones should be curtailed. It is important to exercise strict control on the use of telephones by providing locking system, so as to ensure that no unauthorised/unofficial calls are put through by any member of the staff etc.

(v) New proposals on schemes on the non-Plan side should not be taken up even if savings are available unless there are extraordinary circumstances to justify them.

In addition, a detailed examination of the different schemes and activities for which provision has been made may be carried out to see to what extent this could be rescheduled, postponed or dropped for effecting maximum savings. Attempts should be made to secure a 5 per cent reduction in current year's non-Plan expenditure. (Revenue and Capital).

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**COMPILATION OF IMPORTANT
ACCOUNTS CIRCULARS**

Issued by the Kendriya Vidyalaya Sangathan during 1970 to 1972

Copy of letter No. F. 4-20/69-KVS (A/cs). Dated the 8th May, 1970.

Subject :—Replies to Audit Reports-delay in submission thereof.

It has been noticed that the Inspection Reports received from Accountants General and the reports of the Internal Audit parties of the Sangathan on the accounts of Kendriya Vidyalayas do not receive the prompt attention of the Principals and replies thereof are furnished in many cases, after lapse of several months. On account of such delays the number of outstanding audit reports go on increasing every year, and it becomes very difficult to get the old objections settled.

It is, therefore, desired that no audit reports, whether received from an Accountant General's Office or from the Sangathan, should be kept pending for more than a fortnight from the date of its receipt. It should be ensured by the Principal personally that replies given are brief and to the point. Such remarks "reasons known to my predecessor" "Done as per instructions from Kendriya Vidyalaya Sangathan" should not be communicated to the Accountant General direct as they are likely to be viewed seriously by Audit. It is necessary that two copies of the replies to the Inspection Report received from the A.G. should be sent to this office so that one copy may be sent to the A.G. concerned after verifying the observations of the Principal and adding the remarks of the Sangathan. Test Audit Notes may, however, be replied directly by schools. The reply should be furnished on the enclosed form.

In cases where settlement of an objection requires approval of ex-post facto sanction of the Regional Officer/Commissioner for regularising an expenditure irregularly incurred by the Principal, a self contained note should be sent to the Sangathan giving details of the expenditure, circumstances under which it was necessary to incur the expenditure without prior sanction and the full justification therefor. This should be sent along with the replies to the report. A copy of the note should be sent to the Regional Officer direct where his sanction is required.

Receipt of this letter may please be acknowledged and all old reports may please be reviewed for taking necessary action.

No. F..... Dated.....

1. Name of the School :
2. Date of Audit Inspection :
3. Period of Audit ;

S. No. 1	Audit objections 2	Reply of the school 3	Remarks of the Kendriya Vidyalaya Sangathan 4
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Copy of letter No. F. 27-74/66-KVS (SP) Dated the 20th May, 1970.

Subject. Children Educational Allowance—Raising of pay limit for admissibility

I am to forward herewith a copy of Ministry of Finance O.M. No. 8 (4)-E. TI (B)/69 dated 27-2-1970, on the above-mentioned subject for further necessary action.

Copy of O M. No. 8(4)-E.II (B)/69 dated the 27th February, 1970, from the Ministry of Finance, Department of Expenditure, New Delhi.

Subject : Children Educational Allowance-raising of pay limit for admissibility.

The undersigned is directed to refer to this Ministry's Office Memorandum of even number dated the 26th May, 1969 on the above subject and to state that the following shall be inserted as Note 2 under para 2 (A) (ii) thereof renumbering the existing note as Note 1 :

Note 2. (a) In the case of non-gazetted employees who are not covered by this Ministry's Office Memorandum No. 1-(34) E. (II (B)/68 dated the 18th January, 1969 or analogous orders, the pay limit for entitlement to children's educational allowance shall be Rs. 349/-p.m. Non-gazetted employees drawing pay between Rs. 350/-and Rs. 399/-shall be entitled to marginal adjustments as indicated in the illustration below :—

If 'A' gets a pay of Rs. 360/-and has got liabilities which would entitle him for an allowance of Rs. 30/- (had his pay been Rs. 349/-) he shall be given the difference between Rs. 349/-+30 and Rs. 360/-viz Rs. 19/-p.m.

(b) In respect of employees to whom this note applies, the figure Rs. 459/- wherever it occurs in this office Memorandum No. 10 (1) Est (Sp)/60 dated the 30th January, 1962 as modified from time to time shall be read as Rs. 349/-

These orders take effect from the 1st February, 1969.

In so far as officers serving in the Indian Audit and Accounts Department are concerned, these orders issue after consultation with the Comptroller and Auditor General of India.

Copy of letter No. F.21-38/70-KVS (SP) dated the 19th Aug.'70.

Sub : Rules of allotment of Residence for the employees of the Kendriya Vidyalaya and recovery of Rent.

Rules of allotment of Residence for the employees of the Kendriya Vidyalayas and recovery of rent thereof have since been finalised. A set of these rules is enclosed for reference.

You are requested to ensure that the rules are strictly followed. Any clarification regarding the interpretation of the rule may be sought from the Regional Officer concerned.

Rules of allotment of residences for employees of Kendriya Vidyalayas

Title and application

These rules may be called the Allotment of Residences (Kendriya Vidyalaya Sangathan) Rules, 1970.

They shall come into force with immediate effect.

Any allotment made immediately before the commencement of these rules shall be deemed to be an allotment duly made under these rules and all provisions of these should be made applicable retrospectively to all such allotments.

II. Definitions

In these rules, unless the context otherwise requires :—

- (a) 'Allotment' means the grant of licence to occupy a residence in accordance with the provisions of these rules;
- (b) 'Allotment Year' means the year beginning on 1st January or such other period as may be notified by the Kendriya Vidyalaya Sangathan.
- (c) 'Principal' means the Principal of the Kendriya Vidyalaya to which a residence is attached.
- (d) 'Emoluments' means the emoluments as defined in F.R. 45-C made applicable to the employees of the Sangathan.
- (e) 'Family' means the wife or husband as the case may be and children/step-children legally adopted children, parents, brothers or sisters as ordinarily reside and are dependent on the employee;
- (f) 'Priority date' of an employee means the earliest date from which he has been continuously in the service of the Kendriya Vidyalaya Sangathan.

Provided that where the priority date of two or more employees is the same, seniority among them shall be determined by the amount of emoluments, the employee in receipt of higher emoluments taking precedence over the employee in receipt of/lower emolument

- (g) 'Rent' means the sum of money payable monthly in respect of a residence allotted to an employee under these rules.
- (h) 'Residence' means any residence constructed by or under the control of the Kendriya Vidyalaya Sangathan.
- (i) 'Subletting' includes sharing of accommodation by an allottee with another person with or without payment of rent by such other person.

Sharing of accommodation by an allottee with clear relation shall not be deemed to be subletting.

III. Allotment to husband and wife, both employed in the same Kendriya Vidyalaya

No employee shall be allotted a residence if the wife or the husband, as the case may be, of the employee has already been allotted a residence, unless such residence is surrendered.

(2) Where two employees in occupation of separate residence allotted under these rules marry each other, they shall within one month of the marriage surrender one of the residences. If a residence in such a case is not surrendered, the allotment of one of the residences as may be decided by the principal shall be deemed to have been cancelled on the expiry of the period of one month referred to above.

IV. Applications for allotment

Applications for allotment will be invited by the principal at the Commencement of every Allotment Year. Every employee of a Kendriya Vidyalaya (to which residences are attached) may submit to the principal an application for allotment of a residence at the beginning of each year, before the end of January. An employee who joins duty in the Kendriya Vidyalaya during the course of year either on transfer or on fresh appointment may also submit his application within a month of his joining duty.

(2) The allotment of vacant residences shall be made to the eligible applicants in order of their priority dates.

(3) The allotment of residences constructed for teachers in the Kendriya Vidyalaya shall be made only to the employees who are liable to transfer from one school to another. Accordingly, allotment of residences will normally be restricted to Post Graduate Teachers (who are recruited on All India basis for service in a particular Region) and Trained Graduate Teachers who are recruited for service in the Kendriya Vidyalaya located in a particular State.

Note : A residence earmarked for the Principal shall be allotted to him only.

If sufficient number of applicants in the categories mentioned in sub-rule (3) above are not available, allotment may be made to the applicants belonging to the other categories of teaching staff according to their priority dates. If after considering the applicants belonging to all categories of teaching staff, any residence is available for allotment, it may be allotted to a member of the non-teaching staff of the Kendriya Vidyalaya.

(5) The allotment of a residence to an employee in accordance with sub-rule (4) above may be terminated by giving two month's notice in writing, if an employee belonging to the category referred to in sub-rule (3) above is transferred to the Kendriya Vidyalaya subsequently and applies for allotment of a residence. Similarly, the allotment of a residence to a member of the non-teaching staff may be terminated by giving two month's notice in writing, if the residence is later required for allotment to a member of the teaching staff.

(6) Residences specifically constructed for class IV employees shall be allotted to the applicants from among the class IV employees of the Kendriya Vidyalaya in order of their priority date.

V. Allotment of residences

(1) All applications for allotment shall be considered by the Accommodation Allotment Committee of the Kendriya Vidyalaya consisting of the following members :

- (i) Chairman of the Management Committee.
- (ii) Another member of the Management Committee representing the Central Govt. employees/State Govt.
- (iii) The principal of the Kendriya Vidyalaya, who shall function as Secretary of the Committee.

(2) The Committee shall draw up a list of applicants eligible for allotment in the order of priority dates and thereafter the Principal shall allot the vacant residences according to the order in the list. The lists shall remain valid for one year and any residence falling vacant during the year shall also be allotted to the applicants included in the list. A fresh list will be prepared and approved by the Accommodation Allotment Committee at the beginning of the next allotment year from among the employees who apply for allotment at the beginning of that year. In case the list drawn up is exhausted during the course of an allotment year, the Principal

shall invite applications for allotment again and a fresh priority list shall be prepared and got approved by the Accommodation Allotment Committee.

(3) A formal letter of allotment as in the Annexure shall be issued in duplicate to every employee to whom a residence is allotted and he shall be required to accept in writing (on one copy of the letter) the terms of the allotment stipulated therein before actual possession of the residence is made over to him.

(4) Rent shall be payable from the date of taking possession of the residence.

(3) If an employee to whom a residence is allotted does not accept the allotment and take possession of the residence within 8 days from the date of receipt of the letter of allotment, the allotment will be treated as cancelled and he/she shall not be eligible for another allotment for a period of one year from the date of the allotment letter.

VI. Period for which allotment subsists and the concessional period for retention :

An allotment shall be effective from the date on which it is accepted by the employee and shall continue in force until—

- (a) The expiry of the concessional period permissible under sub-clause (2) after the employee ceases to be on duty in the Kendriya Vidyalaya.
- (b) It is cancelled by the Principal or is deemed to have been cancelled under any provisions in these rules.
- (c) It is surrendered by the employee, or
- (d) The employee ceases to occupy the residence.

2. A residence allotted to an employee may be retained on the happening of any of the events specified in the table below for the period noted against each event provided that the residence is required for the bonafide use of the employee or a member of his family.

Events	Permissible period of retention of the residence
(i) Resignation, dismissal or removal from service, termination of service or unauthorised absence without permission	15 days
(ii) Retirement or terminal leave	1 month
(iii) Death of the allottee	2 months
(iv) Transfer to another Kendriya Vidyalaya	1 month
(v) Leave	for the period of leave sanctioned but normally not exceeding 4 months at a time.

The period permissible on transfer mentioned against (iv) above, shall count from the date of relinquishing charge plus the period of leave, if any, sanctioned to and availed of by the employee before joining duty at the new Kendriya Vidyalaya.

3. Where a residence is retained under the above sub-rule, the allotment should be deemed to have been cancelled on the expiry of the admissible concessional period.

4. Notwithstanding anything contained in the above sub-rules, when an employee is dismissed or removed from service or when his services are terminated, the Kendriya Vidyalaya Sangathan may ask the Principal to cancel the allotment of the residence either forth with or from such date as may be specified.

VII. Personal liability of the employee for payment of rent etc.

The employee to whom a residence is allotted shall be personally liable for the rent thereof and for any damage beyond fair wear and tear caused thereto or to the fixtures or fittings or services provided therein during the period for which the residence has been and remains allotted to him ; or where the allotment has been cancelled under the provisions of these rules until the residence has been vacated and full vacant possession has been restored to the Principal.

VIII. Change of residence

An employee to whom a residence is allotted may apply for a change to another residence and all applications for such change will also be considered by the Accommodation Allotment Committee.

IX. Maintenance of Residence.

An employee to whom a residence has been allotted shall maintain the residence and premises in clean and hygienic condition to the satisfaction of the Principal and local authorities such as State Government, Municipal bodies etc. The employee shall not grow trees, plants, etc. contrary to the instructions issued by the authorities or cut off or remove any existing trees or plant, without prior permission of the Principal. The employee shall not make any additions and alterations to the residence and shall not deface the glass panes, walls, floors, etc. No inflammable articles shall be stored in the residence.

X. Subletting and sharing of residences

No employee shall share the residence allotted to him except with the prior permission of the Accommodation Allotment Committee communicated through the Principal. He shall also not sublet the whole or any part of his residence under any circumstances.

If an employee to whom a residence has been allotted sublets his residence without authority or uses it for a purpose other than that for which it is intended or tampers with the fixtures or fittings in the residence or commits any other breach of the rules of the allotment or conducts himself in a manner which is prejudicial to maintenance of harmonious relations with his neighbours, the Principal may without prejudice to any other disciplinary action that may be taken against the employee, cancel the allotment of the residence.

XI. Recovery of rent

1. The house rent allowance if any, admissible to the employees posted at the station shall not be paid to the allottee of a residence. The allottee of a residence shall pay the standard rent as fixed for the accommodation by the Sangathan or 10 per cent of his emoluments, as rent of the residence. However, till the standard rent is fixed by the Sangathan, the allottee will pay 10 per cent of his emoluments as rent. Recovery of rent shall be made by deduction in the pay bill.

2. In addition to the rent the allottee will bear the expenditure on consumption of water and electricity, sweeper charges etc, in respect of the residence.

The payment of water, electricity charges etc. will be made by the allottee direct to the authorities concerned. If no separate meters for consumption of water and electricity are available in the residence, the share for each residence, as determined by the Principal, will be payable.

XII. Overstay in residence after cancellation of allotment

Where, after an allotment has been cancelled or is deemed to be cancelled under any provision contained in these rules, the residence remains or has remained in occupation of the employee to whom it was allotted or of any person claiming through him/her such

employee shall be liable to pay penal rent for use and occupation of the residence, at the rate as may be determined by the Kendriya Vidyalaya Sangathan.

XIII. Interpretation of Rules.

If any question arises as to the interpretation of the rules, it shall be decided by the Kendriya Vidyalaya Sangathan.

KENDRIVA VIDYALAYA.....

Letter of Allotment

Quarter/House No..... is hereby allotted to.....
 Designation....., subject to the provisions in the Allotment of Residences (Kendriya Vidyalaya Sangathan) Rules, 1970. The following terms and conditions are specially brought to notice :

- (1) The quarter shall be used for residential purpose only and for no other purpose.
- (2) The quarter shall not be sublet under any circumstances. The residence shall not be shared with any other employee of the Vidyalaya or any outsider without the prior written permission of the authorities, communicated by the Principal.
- (3) The allottee shall keep the quarter and surroundings in a clean and hygienic condition. The allottee shall not make any additions and alterations to the quarter and shall not deface the glass panes, walls, floors, etc. No inflammable articles shall be stored in the quarter.
- (4) Rent shall be payable from the date of taking possession of the quarter. The allottee shall accept the allotment and take the possession of the residence within 8 days from the date of receipt of this letter of allotment, failing which the allotment shall be treated as cancelled and he/she shall not be eligible for another allotment for a period of one year from the date of this allotment letter.
- (5) If the allottee is already in occupation of another quarter, he/she should hand over his/her present quarter on the date following the date of taking over the new quarter, failing which rent (including penal rent) for both the quarters will be charged. The allottee shall be personally liable for payment of rent of the quarter and for any damage beyond fair wear and tear caused to the residence or to the fixtures, fittings or services provided therein during his/her occupation. The assessment of the cost of damage to the residence fixtures, fittings etc. as decided by the Principal (or by the Sangathan in doubtful cases) shall be considered as final.
- (6) The Principal reserves the right to withdraw or cancel the allotment in accordance with the provisions in the Allotment of Residences (Kendriya Vidyalaya Sangathan) Rules, 1970. As soon as the allotment is withdrawn or cancelled or is deemed to be cancelled the allottee shall hand over the vacant possession of the quarter to the Principal.
- (7) At the time of vacating the quarter, the allottee shall give atleast 10 days notice in writing to the Principal intimating the date and time of vacating the quarter. The period of notice will be reckoned from the date on which such notice is received by the Principal.
- (8) The water and electricity charges will be payable according to the meter reading wherever meter is installed or according to assessed flat rates. The charges shall be paid direct to the authorities concerned or recovery will be made from the emoluments payable to the occupant as deemed fit by the Principal.

- (9) The Principal or the staff authorised by him will have the right to view the quarter from inside and to carry out repairs, rectification etc. as deemed necessary.
- (10) The allotment does not create any demise or tenancy or any other rights in the premises whatsoever. The Principal reserves the right to modify the conditions of the allotment as per decision of the Kendriya Vidyalaya Sangathan from time to time in future and the modifications are to be treated as conditions of this letter of allotment and binding on the occupant. (Additional clause to be inserted in the letters of allotment for teaching staff other than PGT's and TGT's and for non-teaching staff).
- (11) The allotment is liable to be withdrawn on two month's notice in writing in case the quarter is required for allotment to an employee belonging to a higher priority category vide sub-rule (c) of Rule IV of the Allotment of Residences (KVS) Rules, 1970

To be signed by the Principal

Kendriya Vidyalaya.....

ACCEPTANCE OF THE ALLOTMENT

I have read the Allotment of Residences (Kendriya Vidyalaya Sangathan) Rules, 1970 and the terms and conditions of the allotment referred to above. I agree to these Rules, terms and conditions.

I hereby accept the allotment and will occupy the quarter in accordance with the terms and conditions of the allotment.

Signature of Allottee

Full Name &

Designation.....

Signature of Witness

Full Name &.....

Designation.....

Circular No. 4/21-SP

Copy of letter No. F. 9-11/70-KVS (SP), dated 17th March, 1971.

Sub:—Facilities regarding land, buildings, furniture, etc. to be provided by the Ministry of Defence in respect of the Kendriya Vidyalayas to provide educational facilities for children of Defence personnel and other Central Govt. employees liable to transfer from one place to another.

I am directed to forward, for information and necessary action, a copy of the orders issued by the Ministry of Defence, Govt. of India, New Delhi, vide their letter No. 3 (10)/70/D (GS-II), dated the 25th January, 1971, on the above subject.

The contents of the said orders may be read carefully and suitable action, wherever necessary, may be taken at your end.

Copy of letter No. 3 (10)/70/D (GS-II) dated the 25th January, 1971
Government of India, Ministry of Defence, New Delhi.

To

The Chief of the Army Staff,
The Chief of the Naval Staff,
The Chief of the Air Staff,
The Director General, Ordnance Factories,

Sub :—Facilities to be provided by the Ministry of Defence in respect of the Central Schools Scheme of the Education Ministry to provide educational facilities for children of Defence personnel and Central Government Employees liable for transfer from place to place.

Sir,

In partial modification of the orders contained in this Ministry's letters No. 25 (3)/63/D. (GS II), dated 13th March, 1964 and No. 12 (9)/67/I/D(Fy), dated 21st September, 1967, on the above subject, I am directed to convey the sanction of the President to the following :—

Provision of land

In the matter of provision of land, minimum essential land required will be made available and not on the basis of the optimum limit of 15 acres. Cases in which 15 acres have already been handed over will not be reopened. Nominal rent of Re. 1/- per annum will be charged for the defence land in token of title.

Recovery of rent for buildings

No rent will be recovered for school buildings and other buildings on defence owned land loaned to the Kendriya Vidyalaya Sangathan. In cases of defence owned buildings on other land given to the Sangathan, nominal rent will be charged.

Maintenance charges

In respect of buildings referred to at (ii) above, the Sangathan will bear the maintenance charges when maintenance is entrusted to and is taken over by the M.E.S. No departmental charges will however, be levied.

Construction of works by M.E.S

The construction of buildings of Kendriya Vidyalaya Sangathan, if entrusted to M.E.S. at stations where it is functioning, may be undertaken by M.E.S. where possible and no departmental charges be levied.

Extension of the orders to stations not formally instituted as Cantonments.

The orders contained in the Ministry of Defence letters quoted in the opening paragraph, as modified by the present sanction will apply also to Schools, set up or to be set up by the Kendriya Vidyalaya Sangathan at permanent Military/Naval/Air Force and Defence Production stations not formally constituted as Cantonments but where large number of Defence employees are stationed.

Sanction for transfer of land and buildings and construction of buildings by M.E.S. on agency basis will be issued by the Defence Ministry on the basis of the general principles mentioned in the preceding paragraphs.

Services Headquarters/Department of Defence Production should review the question of land/buildings at individual stations on the basis of these orders and furnish proposals to the Ministry of Defence for the issue of formal orders in each case. Formal lease deeds will also be got executed in all cases of transfer of land and buildings and no transfer of land and

buildings will be effected by lower authorities without Government orders. The form of leases for the land and defence buildings thereon will be issued by the Defence Ministry in D (lands). In cases where the transfer of lands/buildings have already been effected under the existing orders necessary lease deeds will be got executed and formal Government orders for transfer of land and buildings will also be issued. Cases of transfer of land and buildings will be regulated by a single agency namely Military Lands and Cantonments Service in consultation with the service/Department concerned.

5. This issued with the concurrence of the Ministry of Finance (Defence) vide their u.o. No. 150/Addl. FA IV of 1971.

Yours faithfully,

Sd/

(T.P. Subramanian)

Under Secretary to the Govt. of India.

Copy to :—

The Controller General of Defence Accounts, the Director of Audit, Defence Services, all Controllers of Defence Accounts, all Deputy Directors of Audit, Defence Services; all Senior Deputy Directors of Audit, Defence Services.

Copy signed in ink to : All Controllers of Defence Accounts.

The Chief of the General Staff.

The Adjutant General.

The Quarter Master General.

The Engineer-in-Chief.

The Director of Military Lands & Cantonments-50 copies.

Ministry of Education.

Kendriya Vidyalaya Sangathan.

Assistant Financial Adviser (GS).

Assistant Financial Adviser (W).

Assistant Financial Adviser (Q).

Assistant Financial Adviser (AF).

Assistant Financial Adviser (N).

Assistant Financial Adviser (Fy).

Assistant Financial Adviser (Proj).

Director of Army Education.

Director of Naval Education.

Director of Education Air Force

AG/PS-5.

Ministry of Defence—JS (A)

JS (N)

JS (P&C)

JS (Q)

D (Prod-Admin)—20 copies—for communication to organizations/sections concerned.

D (Air—IV)

D (Navy—II)

D (AG—II)

D (Prod-Admin)

D (W—I)

D (W—II)

D (Air—III)

D (N—I)

D (Lands)—20 copies.

Approval of Defence Minister for transfer of lands/buildings will be obtained by the administrative sections concerned and then referred to JS (Q) for issue of final orders on L&C side.

For suitable action in individual cases relating to maintenance/repairs/construction/recovery of rent.

Copy of letter No. F. 21-14/70 KVS (CDN) Dated 8th July, 1971.

In this Sangathan's letter No. F. 16-2/70-KVS (SP) dated January 21, 1970 a few facilities were provided for untrained teachers for getting trained through the Summer School cum-Correspondence Courses conducted by the Regional Colleges of Education. The question of continuing those facilities has since been re-examined and it has been decided that with effect from 1972,

(a) T.A. (Rail fares or bus fares) shall not be paid to the incumbents by this Sangathan.

(b) The period of training of the incumbents shall not be treated as duty which means that they will not be entitled to Earned Leave, and

(c) School funds shall not be utilised for providing the incumbents with books, equipment etc.

In other words, all the facilities provided in this Sangathan's letter No. F. 16-2/70-KVS/SP dated January 21st, 1970 stand withdrawn with effect from 1972.

However, teachers who have been duly sponsored by Kendriya Vidyalayas and selected by Regional Colleges for the Courses in May, 1971 are eligible for the facilities mentioned in the Sangathan's letter No. F. 16-2/70-KVS/SP dt. January 21st, 1970 for 1971 and 1972 sessions only.

Copy of letter No. 2-10/70-KVS (A/cs) Dated 4-8-71

Subject :—Forms of agreements to be used for contracts in various Kendriya Vidyalayas.

I am to forward herewith three Model drafts of Agreements which may be used while entering into contracts for providing miscellaneous services in Kendriya Vidyalaya i.e., for provision of buses for transporting the Children for running a book store in the Vidyalaya and for running a Canteen in the Vidyalaya premises.

The clauses in the draft agreements have been included for covering all normal conditions and the forms can serve as guides. The following points may however be borne in mind while executing the contracts :—

(i) The contracts will be entered into by the Principals on behalf of the Kendriya Vidyalayas with the approval of the Management Committees.

(ii) Variations as considered necessary by the Management Committee to suit local needs and conditions in each case may be made in the enclosed draft agreements and the agreement form finalised with the approval of the committee before entering into contracts.

(iii) The agreements should be executed on stamped paper of the appropriate value. The stamp fee will be payable by the contractor. The signed agreements should be kept in the personal custody of the Principal.

(iv) The condition of signing the contract in the form finalised by the Vidyalaya should be incorporated in the tender notice. A specimen form may be given if demanded by the contractors.

(v) Contracts should be placed only after tenders have been invited and in case where the most advantageous tender is not accepted, reasons should be recorded in writing for perusal of audit or other authorities.

Receipt of this letter and the forms may be acknowledged.

**Contract for running Canteen in the Kendriya Vidyalaya
Draft agreement form.**

The agreement is entered into M/s.....

(Name of the Contractor)

....., herein after referred to as Contractor and Principal, Kendriya Vidyalaya.....herein after referred to as Principal for providing Canteen facilities to students and staff of Kendriya Vidyalaya.....

The terms of the contract are as under :-

1. The Contract will remain in force for a period of..... year/month with effect from.....It may be renewed after its expiry if both parties viz., the Contractor and the Principal agree to do so. It can be terminated by either parties during its currency at one month's notice.

2. The Principal shall provide the Contractor a room/ground for location of the Canteen. The rent of the room/ground shall be charged monthly in advance @ Rs. per month. The last date for payment of the rent will be 5th of every month.

3. The Contractor shall not Construct any permanent structure on the ground or make any addition or alteration in the premises even at his cost except with the written approval of the Principal. Any structure constructed or additions and alteration made shall have to be removed or set right after the expiry of the Contract at the Contractor's own cost. No compensation or damage for the loss in this respect shall be payable by the Principal.

4. The premises let out to the Contractor will not be allowed to be used for any other purpose including residential by the Contractor or his servants.

5. The Contractor will keep the premises neat and clean. He will not allow entry to any outside customer. The sanitary arrangement made by the Contractor shall be subject to supervision or check by the Principal or any other person authorised by him.

6. The Contractor shall pay Rs. per month as electric charges and Rs. p. m. as water charges in advance to the Principal. The number of electric appliances authorised to be used by him are as under :-

1. Light points.....

2. Electric Fans.....

No other appliance except those mentioned above will be use by him.

7. The Contractor will be authorised to sell things like tea, milk, biscuits, etc. as decided and directed by the Principal. The articles offered for sale will be prepared and stored in hygienic conditions. The rates will be as follows.

Sl. No.	Article	Price per piece
---------	---------	-----------------

1.

2.

3.

4.

5.

8. The realisation of sales (Cash or Credit) will be the sole responsibility of the Contractor.

9. The Contractor shall make his own arrangement for preparing the articles for sale. Seating arrangements if any, shall also be made by the Contractor at his own cost.

10. The timings of the Canteen shall be fixed by the Principal

11. The Contractor shall deposit a sum of Rs. as security for fulfilment of this Contract. This amount will be repaid within one month after the expiry of the Contract. It will be forfeited in case of breach of any of the conditions laid down.

12. In case of any doubt or dispute, the decision of the Principal will be final.

**Contract for providing buses for transportation of children
DRAFT AGREEMENT FORM**

This agreement is executed between..... (Contractor) here in after referred to as 'Contractor' and Principal, Kendriya Vidyalaya..... here in after referred to as 'Principal' for providing buses for the transportation of children of Kendriya Vidyalaya from the fixed points as decided by the Principal to the School and back on the following conditions :—

1. The Contract will remain in force for a period of..... with effect from..... The Contract may be renewed after its expiry if both parties viz., Contractor and Principal agree for its further renewal.

2. The Contractor shall pay a sum of Rs..... as security deposit before commencement of this Contract. The deposit shall remain with the Principal and will be refunded after one month from the expiry of the Contract.

3. The Contractor shall not transfer or sublet the Contract without the previous consent of the Principal.

4. (a) The Contractor shall provide buses of latest model, in good condition with comfortable seats for students. Before leaving the garage they should be checked up to ensure that nothing is mechanically or otherwise wrong with the bus to avoid any break down or accident.

(b) In case of a break down or accident, the contractor will provide an alternative transport to children. If this is not done then and there or within reasonable time, the Principal will be authorised to make any other arrangement viz., hiring taxi/Scooter at the expense of the Contractor. In case of accident, no extra payment will be made if the bus is utilised to send an affected teacher or student to the hospital, nursing home/dispensary.

The term "reasonable time" mentioned above will be interpreted by the Principal and his discretion in this regard will be binding on the Contractor.

(c) The Contractor would display the School name board for making the bus conspicuously distinguishable even from a distance from other buses on the road.

5. (a) The Contractor will provide for each bus a driver and a Conductor who should be competent, careful, duly licensed, trustworthy, civilised and respectable. The driver and Conductor should be properly dressed. The Contractor shall be responsible for any misbehaviour or indiscipline of the staff provided by him. Any complaint lodged by the Principal in this regard shall be attended to by the Contractor and he shall intimate to the Principal in writing the action taken by him against the defaulting staff.

(b) The Contractor's staff, viz., the Conductor will be responsible for the safe boarding and dropping of students. The Conductor & driver assigned to a bus will not be changed frequently and without prior intimation to the Principal.

6. The number of students carried in each bus at a time shall not exceed its seating capacity. Students below 12 years will be considered as eligible for half of a seat. The Contractor will be bound to provide an additional bus on a particular route, when another 20 students make request to the Principal for use of the bus on that route.

7. The Contractor will supply only the buses which are adequately insured against all damages by fire, collision, accident, etc. He shall be responsible for all damage to property, persons or animals caused by his negligence or default or by the negligence or default of any of his agents/employees deployed in running the buses. The Contractor shall also meet any other expenses arising out of challans, accidents etc.,

8. The Contractor shall accommodate one teacher deputed by the Principal in each bus, free of charge to maintain discipline among students in the bus. No unauthorised person will be allowed in any case.

9. (a) The various routes, picking up points for students and the timings of running of buses will be fixed by the Principal.

(b) If a bus is late causing inconvenience to students and the school, the Contractor, will be liable to pay penalty to the Principal at the rate of Rs.....per.....minute (s) per bus per day. The amount of penalty so imposed will be intimated to the Contractor and the amount deducted from the amount payable to the Contractor.

10. (a) The rates chargeable from the students from various picking up points routes will be as under :

Picking up point or Route No.	Rs. per student per month
1.
2.
3.
4.

(b) The amount collected from students will be paid to the Contractor vide clause 14 of this Contract.

11. Collection of charges from students will be made through the Principal, who will operate a separate Bank Account for the transactions connected with the Buses. Necessary stationery e.g., Receipt Books, Bus Passes, Cash Book etc., will be provided by the Contractor. The Principal or the school will not incur any expenditure or undertake any financial liability for collection of money from students.

12. The Contractor will provide transport required for the trips to the Bank and back to deposit the collection made from students on account of bus fee.

13. The School official dealing with the bus account and the cash will furnish a fidelity bond from the LIC for Rs. 15,000/-. The Premium required for the fidelity bond will be paid by the Contractor. A suitable honorarium, as may be mutually decided between the Principal and the Contractor, shall be paid by the Contractor to the School official who shall handle the transactions and accounts connected with the buses, on behalf of the Contractor.

14. Payment due to the Contractor for a month shall be made by the Principal by a cheque marked "Account Payee only" by the 15th of following month. The Contractor shall have the right to refuse bus facility to a student who has not paid the bus charges for the previous month. A weeks notice for refusing the facility to any student will be given through the Principal.

15. Payment will be made to the Contractor for 10 Calendar months i.e., no payment will be made to the Contractor for summer/winter vacations (50 days).

16. This contract can be terminated before its expiry (vide clause 1 above by either parties by giving two months' notice in writing to the other party without assigning any reason.

17. In the matters of any doubt or dispute, the decision of the Principal will be final.

Contract for Running Book Store at Kendriya Vidyalaya Draft Agreement Form

This agreement is executed between....., herein after referred to as "Contractor" and Principal, Kendriya Vidyalaya....., herein after referred to as 'Principal' for opening a Book Stall in the School premises on the following conditions :-

1. The Contract will remain in force for a period of.....with effect from.....The Contract may be renewed after its expiry if both parties agree to its further renewal on the conditions mutually agreed upon.

2. The Contractor will be provided an unfurnished room/plot measuring..... within the school campus on a monthly rent of Rs..... The rent for this room/plot will be payable in advance by the 7th of every month.

3. (In case the Contractor is provided with a plot) The Contractor will be allowed to construct a temporary structure at his own cost. Before handing over possession of the plot back to the Principal after the termination of the Contract, the Contractor will leave the plot in its original conditions. The Contractor shall keep the premises neat and clean. No unauthorised person will be allowed access to the premises without the approval of the Principal.

4. Supply of water and electricity will not be obligatory on the Principal. The contractor may be required to make his own arrangement for these services including storage of water.

In case these services are arranged by the school, the payment for these services shall be made by the Contractor at the following rates :

Water charges.....Rs.....p.m.

Electricity charges.....Rs.....p.m.

The number and kind of electrical appliances intended for used by the Contractor shall be got approved by the Principal in advance.

6. The Contractor shall conduct his business with the bonafide students and staff members of Kendriya Vidyalaya. Sale of Books, stationary etc. to any outsider will be prohibited.

Collection of sales whether cash or credit from the customers will be the sole responsibility of the Contractor. The Principal will not be concerned in the matter in any way.

7. The Principal shall supply to the Contractor a list of books prescribed for different classes of Kendriya Vidyalaya to enable the Contractor to procure books.

8. The Contractor will allow a discout of.....% on the books sold to the students and staff of Kendriya Vidyalaya. For each sale, cash memo indicating the gross price and net price etc. will be issued to the customer indicating his name on it.

9. Stationery and other articles authorised for sale by the Principal, will be sold at the rates mentioned in the list. The list will be duly signed by the Principal and will be prominently displayed by the Contractor at the counter.

The Contractor shall not sell any unauthorised items e.g. helm books, news papers, magazines etc.

10. The Contractor shall deposit a sum of Rs..... as surety in fulfilment of the conditons laid down above. In case of breach of any condition by the Contractor, this amount will be liable to be forfeited by the school.

11. In matters of any doubt or dispute, the decision of the Principal will be final.

We have read the conditions of this Contract and agreed to abide by them.

Party No. 1

1. Witness _____ Signed _____
 Address _____ Address _____ (Contractor)

2. Witness _____
 Address _____

Party No. 2

1. Witness _____ Signed _____
 Address _____ Principal _____

2. Witness _____
 Address _____
 K.V. _____

Copy of letter No. E. 21-49/70-KMS (SE) dated 18-4-1971.

Subject: Grant of C.C.A. & H.R.A. to the employees of Kendriya Vidyalaya

Force Station Hindon (Ghaziabad).

I am to refer to your letter No. KVTAF. Hdn-45, dated 7-10-1970, on the above mentioned subject and to convey the sanction of the Sangathan to the grant of City Compensatory Allowance and House Rent Allowance to the teaching and non-teaching staff of Kendriya Vidyalaya, Hindon with immediate effect at the following rates —

- I. Staff Residing in Delhi with its defined limits but working at Hindon:
 Compensatory (City) and House Rent allowance as admissible to Central Government Staff in Delhi.
- II. Staff Residing at Ghaziabad but posted at Hindon.
 Compensatory (City) and House Rent Allowance as admissible to Central Government staff at Ghaziabad.
- III. Staff Residing at Hindon or Village around Hindon.
 Compensatory Allowance at the following rates:
- (i) Persons drawing pay below Rs. 250/- p.m. 7½% of pay subject to a minimum of Rs. 6/- and maximum of Rs. 15/- p.m.
 - (ii) Persons drawing pay of Rs. 250/- and above 6% of pay subject to a minimum of Rs. 15/- and maximum of Rs. 50/- p.m.

No House Rent Allowance is admissible to these staff.

These orders will take effect from 1-8-1971 and no arrears would be payable.

Copy of letter No. 4 (2)/5/71-Accts. 6-12-1971.

Subject : Cash-Book-Checks to be exercised by Principals.

I am to state that cases of fraud and embezzlement of funds in one or two Kendriya Vidyalayas have recently come to the notice of the Sangathan. It is highly regrettable that such bad cases should have arisen in the Kendriya Vidyalayas and gone undetected by the Principals. The modus operandi in the cases and the checks, which could have averted the fraud or helped in its early detection are given in the following paragraphs for your information and guidance :

Entries in the counterfoils of Bank Deposit Slips were overwritten or interpolations made therein after the amounts were deposited in the bank e.g. in the counterfoil the figure of 2 was changed to 200 and Rs. 'Two only' to Rs. Two hundred only (in words) by over writing 'hundred' on the word 'Only' and adding 'Only' thereafter. Actually only a sum of Rs. 2/- (Rupees Two only) was deposited, but on the basis of the counterfoil, deposit of Rs. 200/- was shown in the cash book. Overwriting in the cash book, vouchers and other accounts records is strictly prohibited but in this case, it was not viewed seriously by the Principal which led to commission of the fraud. To cover up the fraudulent entries in the counterfoils of the Bank Deposit Receipts, entries in the Monthly Statements of account sent by the Bank were also changed by using ink remover. As the Bank Reconciliation Statements (Article 92 of the Accounts Code) were not prepared in the cash book for several months, the fraud had a long lease of life. It is, therefore, stressed that entries in the Cash book should be attested very carefully with reference to the Bank Deposit Receipt (i.e. counterfoils of the pay-in-slips) which should not have any overwritten/interpolated entries. In case of doubt, independent enquiry should be made from the bank at once. Preparation of Bank Reconciliation Statements should not also be allowed to fall into arrears. Personal efforts should be made by the Principal to get the Monthly Statement of account from the Bank and the Bank may be instructed to send these statements in a closed cover addressed to the Principal by name.

In the same Vidyalaya, Money was also embezzled by enhancing the total of monthly salary bills e.g., in one month the correct total of [the net amounts payable to the employees worked out to Rs. 12,510.50, but a sum of Rs. 15,510.50 was struck as the total in the bill and the same amount withdrawn from Bank. The teacher, who checked the bill, failed to detect the totalling mistake and the net amount paid to the staff as per the acquittance roll was also not got totalled by the Principal. The relevant payment entries in the Cash Books were attested by the Principal without verifying the actual amount disbursed to the employees as per the acquittance roll.

It is, therefore, impressed on all Principals that no entry in the cash book should be attested without seeing the proper voucher and without carefully tallying the amount of the relevant voucher. Totals of salary bills and other bill, acquittance rolls, Fee collection Registers, cash books etc. should be checked every month by the Principal himself or got checked by a senior PGT who should be asked to furnish a certificate to the effect on the relevant document. This should be done before passing the relevant bills for payment or attesting the entries in the records.

Some money was embezzled by not depositing P. F. Contributions of employees in Post Office or by showing fake Post Office receipt for the deposits. The embezzlement was possible because the Principal concerned attested the deposit entries in the cash book without seeing the Receipts given by the Post Office ; and in both the cases, pass books in respect of individual subscribers were not verified with reference to P.F. Schedules and post office receipts for several months (Article 150 of the Accounts Code).

It is, therefore, important that the Principal should see that deposits of P. F. amounts in Post Office are made by crossed cheques as far as possible, and a proper receipt is obtained from the Post Office for such deposits. He should also check the entries in Post Office Pass books and tally them with the Provident Fund schedules, duly receipted by the Post Office (Form C.S. 43 of Accounts Code). An annual statement of P.F. account should also be given to each employee, as required in the Rule 22 of the P.F. (Rules Appendix 12 of the Accounts Code).

It is requested that contents of this letter may be carefully noted and complied with by you. This circular should not be passed on the School Office, but kept in your personal custody and brought to the notice of your successor through the change report.

Receipt of this letter may please be acknowledged.

Copy of letter No. F. 18-1/72-KVS/Gen. Dated 29 4-1972 10-5-1972.

Subject. Payment of fees for the Maintenance of School Book Store Accounts etc.

It has been represented by number of Schools that for the efficient functioning of the Book Stores it is necessary that the school staff who are managing the Book Store in addition to their normal duties may be paid some remuneration. The proposal has been examined in details, in this office and it has been decided to pay some remuneration in the form of 'fee' (as defined in clause XI at page 2 of the Accounts Code) to the employees who actually manage the affairs of the Book Store including maintenance of accounts as per the instructions enumerated in chapter 21 of the Accounts Code subject to the following conditions:

The amount of fees payable [to the individual may vary from school to school] according to the net profit earned.

Annual fees payable to each of the two office bearers, namely, the stock holder and the Treasurer, should not exceed Rs. 75/- if the sales of the Book Stores in that year is upto Rs. 10,000/-. The annual fees may be Rs. 100/- in case the sales of the Book Stores in that year have exceeded Rs 10,000/-.

The payment of fee to the Stock holder and Treasurer will be made from the funds of the Book Stores and will depend on how efficiently the affairs of the Book Stores are managed and consequent net profit earned.

While deriving net profits, all contingencies i.e., potential loss on account of dead stock, bad debts if any, credit payments of previous years etc. should be taken into account.

The Book Stores should [not keep more than 50% discount allowed by the Publishers to meet incidental charges e.g. postage, conveyance, Bank Commission, Fees to Store Keeper and Treasurer, arranging storage facilities etc.

The remaining 50 % discount may be allowed to the students. The percentage of discount allowed and the amount worked out thereon should be clearly indicated in the cash memos.

The fees should be granted to employees (not exceeding two persons designated as "Store Keeper", "Treasurer" who actually do the work like correspondence, maintenance of stores and Stock Register, issuing Cash Memos, maintenance of Cash Book and preparation of the Annual Accounts of the Book Stores in accordance with the instructions contained in chapter 21 of the Accounts Code. Mere regular supervision either of the Administration or Accounts of the Stores will not form the basis for allowing the fee.

The claim for the "Fee" will be considered only at the end of the academic session when the annual accounts of the store have been prepared by the office bearers, checked and approved by the Book Store Committee (vide Art. 222 of the Accounts Code) and a copy of the same forwarded to the Sangathan.

9. Principal should appoint "Store Keeper" and "Treasurer" on the recommendation of the Book Store Committee, from among the teaching/non-teaching staff who are willing to take up the work in addition to their normal duties.

10. The "Store Keeper" and "Treasurer" will not allowed to perform these duties during their normal duty hours. Moreover Book Store work will not entitle them to claim any relaxation in their duties connected with the school.

11. The persons shall be wholly responsible for any loss or shortage etc. to the Book Stores which has arisen out of their acts of commission and omission.

The above instructions should be strictly adhered to.

Copy of letter F. 11-18/71-KVS (CDN) (S) Dated 5-5-1972.

Subject : Utilisation of Pupil's Fund.

I am to invite your attention to Article 202 of the Accounts Code detailing the principles which should be followed while incurring expenditure from Pupil's Fund. The instructions contained therein are required to be followed in letter and spirit. It has however been observed that expenditure on examinations, printing of magazines, School Calender etc. being incurred out of Pupils' Fund is considerable and there is scope for economy. It has also been noticed that many Vidyalayas at present spend a lot of the Pupils Fund accumulations on entertainments, refreshments to visitors, Annual Day Celebration etc. Expenditure on these items can be reduced considerably and the savings utilised on sports activities, library and other similar items.

It has therefore become necessary to emphasise again that Pupils' Fund should be spent scrupulously and in accordance with the norms and instructions prescribed in the Accounts Code and other circulars.

Copy of letter No. F-9-48/71-KVS (A/cs). Dated 5th May, 1972

Subject : Payment of Sangathan's share of C.P. Fund to members of staff of the K. V. S. who resign before completing 5 year's service.

I am to invite a reference to Article 155 of the Accounts Code which enjoins that when a subscriber to C. P. Fund resigns within 5 years of the commencement of his service under the Kendriya Vidyalaya Sangathan, only his/her subscriptions plus interest thereon should be paid to him. In a case of resignation within 5 years of service the Sangathan's share of C. P. Fund can also be paid provided the resignation is on account of illness.

The following clarification [are given in respect certain points of raised in this connection :—

(i) If a subscriber resigns (for any reason) after rendering a service of 5 years or more under the Kendriya Vidyalaya Sangathan, the entire amount at his credit in the Provident Fund A/c including the Sangathan's share will be payable to him. Payment in such cases may be made by the Vidyalaya without any reference to the Sangathan. However, if any deduction is to be made under Rule 19 (a) (iii) of the Kendriya Vidyalaya C.P.F. Rules, sanction of the Assistant Commissioner should be obtained.

(ii) If a subscriber resigns before completion of 5 years of service in the Kendriya Vidyalayas and the resignation is on account of his own illness, the Sangathan's share of

C.P.F. will also be paid to him. However, payment of Sangathan's share in such cases will be made by the Kendriya Vidyalaya only after obtaining the prior sanction of the Asstt. Commissioner.

(ii) If a subscriber resigns before completion of 5 years of service due to any reason, other than that of his illness, Sangathan's share of the C.P.F. will not normally be payable to him. But, the Sangathan may consider any special case of this type on merits and allow relaxation of the rule. Requests for relaxation should be made by the Principals to the Assistant Commissioner who will recommend such cases for approval of the Commissioner. However, it is clarified relaxation of the rule will not be made in a case where the resignation of a subscriber is for taking up a job elsewhere.

Copy of letter No. F. 21-27/70-KVS (SP) Dated 22nd May, 1972

Subject : Grant of Cycle Advance to the employees of Kendriya Vidyalayas.

I am to state that the question regarding grant of cycle advance to employees of Kendriya Vidyalayas has been under consideration of the Sangathan for some time past. The Board of Governors of Kendriya Vidyalaya Sangathan have approved in principle that cycle advances may be granted to the employees of Kendriya Vidyalayas on the terms and conditions applicable to the Central Govt. employees (in accordance with Rule 212-213 of G.F.R. 1963 as amended from time to time). However, the Board of Governors have decided that for the present, the cycle advances should be granted only to class IV employees of the Vidyalayas. The procedure to be followed in this regard is detailed in the Annexure.

The question of extending this benefit to other employees of the Vidyalayas will be considered in due course.

ANNEXURE-I

Conditions for Grant of Bicycle Advance to the Employees of Kendriya Vidyalayas

1. Powers of Sanction.

A Cycle Advance may be granted to any class IV employee of a Kendriya Vidyalaya. The Asstt. Commissioner will be the sanctioning authority for such advance.

2. Conditions of Eligibility

(i) An advance may be granted to an employee if the Asstt. Commissioner is satisfied that the possession of a bicycle will add to the efficiency of the employee.

(ii) An advance shall not ordinarily be granted to an employee within three years of the grant of previous advance for the same purpose, unless satisfactory evidence is produced by the employee concerned to the effect that the bicycle purchased with the help of the earlier advance has been lost or has become unserviceable. In the latter type of cases, the Asstt. Commissioner while communicating the sanction should include a Certificate to the effect that the bicycle possessed by the employee has been lost or has become unserviceable as the case may be.

(iii) An advance to temporary employees will be granted only on production of a surety from any one of the permanent employees of the Kendriya Vidyalaya in the form in Annexure-II. (The stamp duty will be paid by the Kendriya Vidyalaya only when it becomes necessary to enforce the surety bond.)

(iv) If an employee, without substantive appointment, is granted an advance for purchase of bicycle, but ceases to be in the service of Kendriya Vidyalaya Sangathan before the amount of the advance and the interest thereon is completely repaid, the balance shall, to the extent possible, be adjusted against the pay and allowances due to the employee. Any amount, as then remaining unpaid, shall be recovered forthwith from the surety, if any.

3. Amount of Advance

The amount of advance which may be granted to an employee shall not exceed two hundred rupees or four month's pay of the employee whichever is less and shall be restricted to the anticipated price, inclusive of sales tax, of the bicycle. If the actual price paid by the employee is less than the amount of the advance sanctioned, he shall refund the balance to Govt. forthwith.

4. Disbursement of Advance.

On receipt of the sanction from the Asstt. Commissioner the Principal shall draw and disburse the amount of the advance sanctioned in the ordinary pay bill form after necessary formalities are completed by the employees concerned. The name of the employee with his designation and amount of advances sanctioned should be clearly indicated in the form to be used for the purpose along with No. and date of the sanction order.

5. Recovery of Advance

The amount of advance shall be recovered in not more than 24 equal monthly instalments and should be suitably adjusted. The amount of interest shall be recovered in the minimum number of monthly instalments, the amount of each such instalment being not greater than the amount of the instalment fixed.

The recovery of the amount of advance shall commence with the issue of pay for the month following that in which such amount following that in which such amount is drawn.

6. Accounts of Advances

The procedure for the maintenance of accounts and watching the recoveries of cycle advances will be as follows :

(a) The Principal will ensure that the conditions attached to the grant of the advance are fulfilled before forwarding the request to the Asstt. Commissioner for sanction. The Principal should also ensure that proper accounts are maintained and the recoveries are watched.

(b) The payment of the Cycle advance will be made out of the funds sanctioned to the School under the head "Advance for purchase of Cycle."

(c) The recoveries of the advance should be watched through separate Register of Cycle Advance (or through a separate part of the Register of Recoveries maintained in the Kendriya Vidyalayas in the form mentioned at Appendix 'A')

(d) The monthly recovery shall be posted in black and below it, should be posted, the outstanding balance of advance in red ink. The Register shall be signed by the Principal. Register of Cycle Advance should be submitted to the Inspection Party during internal audit of the school.

(e) When an employee is transferred to another Kendriya Vidyalaya, the amount of the advance paid, the date of payment, the number of instalments recovered and the balance to be recovered should be mentioned in the L.P.C. to be issued to the Kendriya Vidyalaya concerned and an acknowledgement should be obtained from the new Kendriya Vidyalaya to the effect that the balance of advance has been noted by that Vidyalaya in the Register of Advances of Recovery.

The advance paid and recoveries made should be reflected in the monthly consolidated account of the School under the head "Advance for purchase of Cycles".

(f) A copy of schedule of monthly recoveries should also be sent to the Asstt Commissioner, who will maintain a consolidated record of the advances paid and recoveries effected from the employees concerned. The Asstt. Commissioner will also ensure that the amount of the advance together with interest has been recovered in full.

ANNEXURE II

Surety bond for Temporary Officials of Kendriya Vidyalaya Sangathan

Know all men That Presents that I.....

Son of.....Resident of.....of District of.....at present..... employed as a perment.....in the.....(hereinafter called the surety am held and firmly bound upto the Kendriya Vidyalaya Sangathan (hereinafter called the Kendriya Vidyalaya Sangathan which expression shall include his successors and assigns) in the sum of Rs.....(Rupees.....only) with interest as herein after specified and all costs between attorney and client and all charges and expenses that shall or may have been incurred by a occasioned to the Kendriya Vidyalaya Sangathan to be paid to to the Kendriya Vidyalaya San gathan for which payment to be well and truly made I herob bind myself, my heirs executors. administrators and representatives firmly by these presents. As witness my hand this.....day of.....on thousand nine hundred and seventy.....

Whereas the Kendriya Vidyalaya Sangathan has agreed to grant to.....son oa resident.....of..... in the district of..... at present employed as temporary.....in the Kendriya Sangathan (hereinafter called the borrower) at the.....borrower's own request advance of Rs.....(Rupees.....only) for the.....AND..... WHEREAS THE BORROWER HAS undertaken to repay the said amount in..... equal monthly instalments with interest as calculated at the sate in the manner prescribed under para 251 of the Central Govt. Compilation of the General Financial Rules as adopted by the Sangathan thereon or on so much thereof as shall for the time being remain due and unpaid calculated at the fixed Govt. rates in force for Govt. loans from the day o advance.

And whereas in consideration of the Keadriya Vidyalaya Sangathan having agreed to arant the aforesaid advance to the Borrower the Surety has agreed to execute the above bond with such condition as here under is written.

Now the Condition of the above written bond is that if the said Borrower shall, while employed in the said.....Duly and regularly pay or cause to be paid the Kendriya Vidpalaya Sangathan the amouut of the aforesaid advance owing to the Kendriy Vidyalaya Sangathan instalments with interest as calculated in the aforesaid manner thereon or on so much thereof as shall for the time being remain due and unpaid calculated at at fixed Govt. rates in foree for Govt. loans from the day of the advance until the said sum of Rs.....(Rupees.....only) with interest as calculated in the aforesaid manner shall be duly paid then this bond shall be viod otherwise the same shall be and remain in full fo:ce and virtuc.

But so Nevertheless that if the Borrower shall die or become insolvent or at any time cease to be in the service of become insolvent or at any time cease to be in the service of the Kendriya Vidyalaya Sangathan of the whole or so much of the said principal of Rs... .. (Rupeesonly) thereof as shall then remain unpaid and the interest due on the said principle sum calculated in the aforesaid manner from the day of the advance shall immediately become due and payable to the Kendriya Vidyalaya Sangathan and be recoverable from the surety in one instalment by the virtue of this bond.

The obligation undertaken by the Surety shall not be discharged or in any way affected by an extension of time or any other indulgence granted by the Sangathan of the said borrower whether with or without the knowledge or consent of the Surety.

The Sangathan have agreed to bear the stamp duty, if any for this document.

Signed & delivered by the said.....Signature of Surety (Designation) office to which..... attached..... In the presence of :— (i)..... (ii)..... at..... this..... of..... 19.....

Signature.

Address and Occupation of the Witness.

Sl. No	Name of Employee		No. & date of sanction	Amount of advance	Date of payment	Outstanding Balance on 1st April, if any		
1	2		3	4	5	6		
Recoveries during the month of.....								
April amount Vr. No.	May Amount Vr. No.	June amount Vr. No.	July amount Vr. No.	August amount Vr. No.	September amount Vr. No.	October amount Vr. No.	November amount Vr. No.	December amount Vr. No.
7	8	9	10	11	12	13	14	15
January amount Vr. No.	February amount Vr. No.	March amount Vr. No.	Total recoveries			Balance on 31st March	Remarks	
16	17	18	19			20	21	

Column 1 to 5 of the Register should be filled in as soon as payment is made or the Last Pay Certificate indicating some balance of the advance is received from another Kendriya Vidyalaya. Recoveries should be made from the pay bills and noted in (7) to (18) of the Register of advances.

Copy letter No. F-16-2/72-KVS (A/cs) Dated the 1st December, 1972

Subject. Interest on temporary advance granted out of General and Contributory Provident Fund.

I am to invite a reference to the Kendriya Vidyalaya (Employees) Contributory Provident Fund Rules, 1965 and also the General Provident Fund Rules, made applicable to the Kendriya Vidyalaya Sangathan employees. According to the existing rules (Vide Appendix 12 para 15 (ii) and Appendix 22 para 5 (i) to the Accounts Code) after the principal of an advance granted to a subscriber from the concerned Fund Account has been fully recovered, interest at the prescribed rate has also to be recovered and credited to his fund account.

It has now been decided (on the analogy of the orders issued by the Government of India in respect of Central Government Employees) that no interest will be charged hereafter on the temporary advance granted to the Kendriya Vidyalaya Sangathan Employees from their C.P. Fund or G.P.F. account.

This order will take effect from the date of issue of this letter. Necessary amendment to the Accounts Code will be issued separately.

Important irregularities noticed during Internal Audit Inspections of Kendriya Vidyalayas.

Cash book

1. Physical verification of cash (weekly & monthly) not done and certificate recorded as a matter of routine or not recorded at all.
2. Bank statement not regularly received and if received not reconciled with the Bank balance in the cash book.
3. Entries of receipts and payments in the cash book not made as and when they occurred and attestation by Principal against each entry either not done or done as a matter of routine. Attestation should be done only after carefully examining the vouchers, receipts, acknowledgements, etc.
4. Payees receipts/stamped receipts in support of entries of payments found wanting.
5. Payments made on vouchers passed through cash book without any pay/pass order by the Principal.
6. Discrepancies noticed in the amounts shown in the fees Collection Register and those credited in the cash book.
7. Totals of cash book not checked by a person other than the U.D.C. who writes the cash book.
8. Imprest column of the cash book not operated and full amount of imprest money shown as expenditure and debited to cash column of the cash book.
9. Amounts found debited twice once to main cash book and again to the petty cash book.
10. Particulars of payments not properly recorded in the cash book giving chance for misclassification.

II. Maintenance of Personal files, Service Books and leave Accounts.

Personal Files.

Important papers viz: Application for appointment, Appointment Order, Joining Report, Medical fitness Certificate, verification regarding Character and antecedents, Attested copies of educational qualifications, Leave Applications etc. found wanting.

Service Book and leave Accounts.

- (i) Entries on 1st page of Service Book not attested and Date of Birth not found written in words and figures.
- (ii) Note annual verification of services with Pay Bills not recorded in Service Books.

- (iii) Note of option for "Pension cum G.P.F. Scheme" or "C.P.F. Scheme" not recorded under proper attestation and nominations found wanting.
- (iv) Date of increment not regularly noted in Service Books.
- (v) Declaration of Home Town not obtained and pasted in Service Books.
- (iv) Leave availed of not debited in Leave Account and not recorded in the body of the Service Book and entries not attested by Principal.
- (vii) L.T.C. availed of not noted in the Service Books.
- (viii) Commuted Leave allowed without Medical Certificate and joining Report taken without fitness Certificate.
- (ix) Half Pay Leave allowed in advance without credit in the Leave Account.
- (x) Attendance Registers and Casual Leave Accounts of teachers/staff members not properly maintained.

III. Purchase of furniture/Lab. equipments etc.

- (i) Articles purchased in piece-meal without properly assessing the requirement for the year.
- (ii) Articles purchased by personal contacts or deputing teachers without calling for quotations.
- (iii) Non-prescribed articles of steel furniture/Lab. equipments or articles much in excess of requirement purchased.
- (iv) Sealed covers of tenders not preserved for audit inspection.
- (v) Members of purchase Committee not associated while opening tenders or placing orders for purchase.
- (vi) Penalty clause in the order for purchase not inserted in case of default in quality and non-adherence of time Schedule.
- (vii) Entries of purchase made not incorporated in the Stock Registers.
- (viii) Certificate regarding reasonableness of prices quoted not given in the comparative statement.
- (ix) Earnest Money not collected from the firms offering tenders.
- (x) Cases of incurring expenditure beyond the available grants noticed, thereby leading to minus balances.
- (xi) Comparative statements not properly prepared and got checked.

IV. Pupil's Fund.

- (i) Expenditure met from Pupil's fund, not actually debitable to the fund, in accordance with the Rules.
- (ii) Heavy expenditure incurred specially in printing Invitation Cards, programmes, refreshment/gifts to artists, refreshment to dignitaries without observing standards of financial propriety.
- (iii) Articles purchased without calling for quotations.
- (iv) Expenditure on outside excursions being debited to Pupils Fund though it should be borne by participating students except in the case of Escorts.
- (v) Expenditure on Magazine, Calender, Annual Function incurred in excess of the prescribed limit.

V. Fees and Fines.

- (i) Tuition fees and subscriptions to Pupil's Fund from students for vacation period not collected by 30th June.
- (ii) Tuition fees etc. at enhanced rates for net class not recovered from failed students who were given opportunity to appear in Supplementary Examination and were promoted to next class.
- (iii) Fines at prescribed rates not recovered from students for delay in payment of fees subscription to Pupil's Fund.

- (iv) Fees and fines collected by U.D.C. from Class Teachers not entered in Fees Collection Register and thus omitted from Cash Book (U.D.C. should acknowledge the amount in Attendance Register and at the back of the last receipt for the day).
 - (v) Fees from students collected by Teachers Incharge not got checked by any other Teacher.
 - (vi) Principal should ensure that all receipts of the day are entered in the Register of Daily Collections. This work can be assigned to Senior teacher, in case the Principal cannot do it himself. Principal should however test check.
- V. Non-Maintenance of Register**
- (i) Telephone Register for official Trunk Calls and Private Calls not maintained.
 - (ii) Postage Account not maintained with details of Day to Day consumption of stamps, total of Postage Register not checked.
 - (iii) Fictitious entries and double entries noticed in Postage Account.
 - (iv) Register of C.P.F./G.P.F. indicating rates of emoluments and contributions and Management Share, withdrawals and advances and refund of advances not found complete.
 - (v) Stock Registers for consumables and Non-consumables not maintained separately.
 - (vi) Register of Grant not found complete.
 - (vii) Stock Register of Receipt Books not maintained.
 - (viii) Register of contingent charges incurred by school during financial year not maintained.
 - (ix) Register of Assets not maintained.
- VI. General.**
- (i) Fidelity Bond of U.D.C. found with U.D.C. himself and not with the Principal.
 - (ii) Failure either to obtain the fidelity Bond for handling cash or to get it renewed in time
 - (iii) Total of Pay Bills not got checked and no Test check exercised by the Principal.
 - (iv) Receipt of C.P.F./G.P.F. Schedules with Post Office Stamp regarding receipt of money not watched. Entries in Post Office Pass Books not checked.
 - (v) Book store Accounts not maintained as prescribed in Chapter 21 of Accounts Code.
 - (vi) Bus Account not properly maintained resulting in defalcations.
 - (vii) Articles which can be purchased through D.G.S. & D. rate contracts not purchased through them at concessional rates.
 - (viii) Annual Physical verification of stock not correctly done and shortages in articles in stock noticed during Internal Audit.
 - (ix) Broken articles found in stock and no action taken for write off.

Academic Circulars

Copy of letter No. F. 21-30/68-KVS (SP) Dated 25-2-1970

Subject. Information Regarding Sanctioned Posts of P. T. I. and N.F.C. Instructors.

I am to inform you that the following criteria has been laid down for appointment of P.T.I.s in Kendriya Vidyalayas :

Enrolment	No. Of P.T.I.s
Up to 300	1
301 to 600	2
601 to 900 and above	3

Further I am to say that Ministry of Education and Youth Services have been considering the question of transfer of services of National Fitness Corps Instructors to the States and have also asked the Sangathan as to how many of them can be absorbed in our schools. Some of the N.F.C. Instructors are already working in Kendriya Vidyalayas at present.

In order to fill up the vacant posts of P.T. I.s on the above basis, I am to request you to furnish the information in the proforma given below so that action may be initiated to post N.F.C. Instructors against these posts.

S. No.	Name of P.T.Is	Whether Borne on the K. V. Cadre or N.F.C. Date	Present Pay with scale	Present Enrolment	No. of P.T.I.s to which entitled
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1	2	3	4	5	6
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The information may be forwarded to this Sangathan by 15th March, 1970.

Copy of letter No. F. 3-4/70-KVS (SP) Dated. 12-5-70

Subject. Determination of teaching periods for language teachers/Trained Graduate Teachers/Post Graduate Teachers

In partial modification of the Sangathan's letter No. F. 16-4/68-KVS (SAI), dated 31-7-1969, regarding teaching periods and staff strength it has now been decided to reduce the work load of the language teachers in the Kendriya Vidyalayas. In future, language teachers will take 30 periods instead of 36 at present.

Trained Graduate Teacher/Post Graduate Teachers (other than language) will take 33 periods and primary teachers 36 periods. The word "period" will denote "working periods" and not just "teaching periods."

It is requested that the requirements of staff during 1970-71 on the basis of the above work load may be framed and sent to the Regional Officers concerned.

Instructions on subject of remedial teaching are being formulated and will be commmented in the due course.

Copy of letter No. F. 3-2/70-KVS (SP) Dated 8-8-1970.

Subject. Rules for Admission to Kendriya Vidyalayas written test for admission to Class I.

I am to refer to paras 1 and 3 of the Rules for Admission to Kendriya Vidyalayas in which it has been laid down that admissions will be through an admission test which will be of the level of the annual examination of the class preceding that to which admission is sought. In view of the fact that there are no nursery and K.G. classes in Kendriya Vidyalayas and our classes start with class I only, there is no justification for a written test. It should be possible to make selection for admission on the basis of interview and/or performance tests. Oral questions of general interest either in Hindi or English (depending on the language of the child) may be put to ascertain the suitability of the child for admission. In pursuance of the above, it has been decided that no written test should be conducted for admission to class I of the Kendriya Vidyalayas.

Instructions regarding admission to other classes are being framed and will be communicated shortly.

Copy of letter No. F. 3-11/70-KVS (SP) dated the 10th June, '70.

Sub :—Admission of the children of the employees of Kendriya Vidyalaya Sangathan and Kendriya Vidyalayas.

It has been brought to the notice of the Sangathan that employees of the Kendriya Vidyalaya Sangathan, and Kendriya Vidyalayas sometimes fail to secure admission of their wards in Kendriya Vidyalayas, according to priorities laid down for admission, these employees fall in the third category.

The matter was considered by the Board of Governors of the Sangathan at its meeting held on 27th May, 1970 and it was decided that seats should be made available for the children of such employees. These seats should not exceed 5% of the total seats in any of the classes in any year. In case there is a demand for seats beyond the above percentage permission of the Regional Officer concerned should be obtained before hand.

Copy of letter No. F. 5-1/68-KVS (SP) dated the 30th June, 1970.

Sub :—Rules for Admission to Kendriya Vidyalayas—Amendment thereof.

Ref :—Policy Circular No. F. 5-1/68-KVS (SP), dt. 3rd June, '69.

A question has been raised whether employees of nationalised banks should be treated as Central Government employees for the purpose of admission of their children to Kendriya Vidyalayas. This question has been considered in consultation with Ministry of Finance. It is hereby clarified that the employees of the nationalised banks and the State Bank of India are not Government servants as such but are employees of Government owned undertakings established under Central Acts. Accordingly, the children of the employees of the above banks will get third priority for the purpose of admission in Kendriya Vidyalayas, as already indicated in this Sangathan Policy Circular No. 5-1/68-KVS (SP) dated 3-6-1968, if their services are transferable from one place to another.

Copy of letter No. F. 5-1/68-KVS (SP) dated the 8th Feb. '71.

Sub :—Rules for Admissions to Kendriya Vidyalayas (Central Schools)—Amendment thereof.

I am to refer to this Sangathan's letter No. F. 5-1/68-KVS (SP), dated the 3rd June, 1969, on the above subject, and to say that the policy regarding "Rules for admission to Kendriya Vidyalayas" as given in Chapter X of the Education Code has been examined further and it has become necessary to clarify the priority category (v) under Article 89 of the Education Code relating to 'floating' population'. The term 'floating population' is intended to cover only those persons whose language is different from that spoken in the State in which the Vidyalaya is located and who have to move from one language area to another.

Instances have come to notice when the priorities for admission have been misunderstood, resulting in admission of children belonging to lower priority categories in preference to children of the higher priority categories. It has therefore to be ensured that admission should invariably be restricted to the higher entitled categories only, except where spare capacity is available in classes. While opening new Sections, it should be ensured that the children of transferable Defence Personnel and transferable Central Government employees are more than 50% of the additional enrolment. No proposal for opening a new Section to accommodate children of lower priority categories shall be mooted in future. While submitting proposals for opening of new Sections, Principals shall give the break up of the additional enrolment together with the details of the priority categories to which the children seeking admission belong.

At present, all students who apply for admission to classes other than Class-I are given an admission test and because usually the number of students seeking admission is much larger than the number of vacancies, a panel is prepared on the basis of admission test and students are admitted in accordance with the priorities and position in the panel. Those students, who secure higher marks are given preference within the "priority" group. The minimum limit of marks is fixed by the Principal depending on the availability of students vis-a-vis vacancies in the particular class. Students obtaining marks below the limit so determined are not admitted irrespective of the categories they belong to. This has led to adoption of varying standards of assessment of merit of students from Vidyalaya to Vidyalaya. With a view to maintain uniformity, it has been decided that only candidates securing 33% marks in each subject and 40% marks in the aggregate in the admission test should be considered eligible for admission. Actual admission shall thereafter be made from amongst the eligible children strictly in accordance with priority categories. That is to say, after all the eligible children of Priority (i) have been admitted, will the admission of the children of priority (ii) commence, and so on.

I am to add that the above mentioned instructions should rigidly be followed in making admissions in Kendriya Vidyalayas in future.

Copy of letter No. F. 24-1/71 KVS (CDN) Dated 19-2-1971.

Sub :—Provision of books in the libraries of Kendriya Vidyalayas.

Although all the Kendriya Vidyalayas have organised the school library service, it has been observed that very few Vidyalayas maintain an open shelf system of stocking of books and periodicals. Quality and quantity of the books and periodicals also vary considerably from one Vidyalaya to another.

I am sure, you must be constantly thinking of strengthening the library service in your school. I would like to invite your attention to some of the broad guide lines that may be observed in this connection.

- (a) Appendix XXXVII of the Education Code contains broad frame work of the Sangathan's suggestions for the variety of books. You are required to consult the list whenever required but it is not necessary for you to confine yourself to the list when making purchase of books or periodicals. However, all the useful books or periodicals must be very carefully studied before the purchase is made.
- (b) You are also required to consult such newspapers and periodical reviews that you or your teachers come across.
- (c) In the past, the publishers have been sending some books to us for consideration of our school libraries. It has now been decided that we would request such publishers to supply catalogues to you individually so that you could on your own, with the help of your teachers, judge the requirements of your school library and place orders accordingly. You may in your turn also get in touch with such publishers and booksellers who may be in a position to supply you catalogues of books of interest to your school library for similar action.
- (d) The Sangathan may from time to time bring to your attention some outstanding books, journals etc. and in a few cases, where it considers necessary it may also order certain books centrally as well. It is, however, proposed to limit this to the minimum and confine it to such outstanding publications from Government and quasi-Government agencies or autonomous bodies or publications of acknowledged professional value, as it may consider useful.

You are requested to plan your budget estimates for purchase of books and furniture for library in accordance with these instructions and submit your estimates to our Assistant Commissioner for sanction. In making out the budget, proper allocations should be made between the books and journals.

It is necessary to impress upon all concerned that adequate glass paned admirals, newspaper stands, magazine racks should be in position. The open shelf type furniture should be given preference for attractive display of reading material.

Receipt of this letter may be acknowledged.

No. F. 5-5/68-KVS/SP (CDN) Dated 6.4.1971.

Subject :— Teaching of Regional Languages in the Kendriya Vidyalayas.

I am to refer to the circular No. F. 5-5/68-KVS (SP), dated 21st August, 1970 on the subject mentioned above and to say that the progress reported in regard to the implementation of this scheme, by and large, has indicated that there is need of more concentrated efforts in this direction. The Board of Governors had reviewed the reports received in regard to the progress made under this scheme and had desired that such greater efforts than have been put so far are needed to let the student avail of this facility provided in the Kendriya Vidyalayas. A suggestion has also been made that the guardians should be made fully aware of this facility and in case they do not wish their wards to avail of this facility, a written undertaking from the parents may be asked to the effect. Wherever adequate number of students is forthcoming all out efforts should be made to provide the facility at the earliest.

A report regarding the progress made in regard to the implementation of this scheme along with the number of children availing of this facility, the language taught, the number of teachers appointed etc. may be sent to the Assistant Commissioners shortly after the school reopens after the vacations.

Copy of Corrigendum F. 21-21/71-KVS (SP) Dated 19.6.71.

List No. 1

In article 130 of the Education Code for Kendriya Vidyalayas, delete the existing bunches of elective subjects, and substitute the following :—

Bunch I	Bunch II	Bunch III	Bunch III
English Language & Literature Geography	Hindi Literature	History	Sanskrit literature Economics Drawing & Painting
Elements of House decoration and Home Science.			
Physics House hold management and human relationship]	Chemistry Textiles, clothing and Laundry	Mathematics Food Nutrition and Cooking.	Biology Home Nursing child develop- ment and mother-craft

Follow-up Action on Principals' Conference, May 1971

Circular No. 1 (CDN No. F. 11-7/71-KVS) Dated 30th June, 1971.

Sub : Distribution of Time

With a view to ensuring improvement of quality in instruction in the Kendriya Vidyalayas and considering the need for maintaining uniform standards throughout the country, the Conference had recommended a re-examination of the distribution of instructional hours per week over the different subjects as also the question of permitting pupils to offer four electives in the Science stream. The Sangathan has examined the implications of these recommendations and advises Schools to follow the enclosed time distribution to the different subjects. Provision is made in this distribution for offering 4 Electives in the Science Stream. A detailed note on this item is also enclosed,

The Second Saturday of the month may be declared a holiday in the Vidyalayas from the session 1971-72.

On the other Saturdays, the time table may be so arranged as to make possible block periods in the afternoons for games and co-curricular activities library reading, science and other projects, hobbies, organisation of exhibitions and the like. This is particularly recommended for Primary classes.

Time should also be reserved for meetings of subject study circles that were recommended at the Conference.

Schools will be closed for students with the last examination, a week prior to the final closing. Teachers will then attend schools regularly for evaluation of answer scripts and declaration of results. With the announcement of the results on the final closing day the vacation will begin.

All teachers are expected to be present at least 3 days before the re-opening of the school when they will meet in study groups under the guidance of the Principals and draw up plans of action for the ensuing academic year.

A statement giving the school timings followed during the session and indicating whether the school is obliged to run in double shift and the reason therefore should be sent to the Sangathan by all Vidyalayas by the 20th July with a copy to the Assistant Commissioner. It is noticed that certain schools that are running in double shifts have reduced the teaching far below the minimum requirement. It is brought to their notice that a minimum of 4 hours and 40 minutes for higher and middle sections and 4 hours and 10 minutes for primary sections to be ensured for instruction alone and adjustments made accordingly. Other schools will follow the existing pattern of working periods per week.

Receipt of this communication may please be acknowledged. It is understood, however, that this distribution of time is recommendatory and while it would be useful to follow the same, where the exigencies of the local situation demand a departure, the Principal may use their discretion.

Statement A

Distribution of Periods
Primary and Middle

Subjects	Classes I to IV		Class V		Class VI		Classes VII & VIII	
	Single Shift	Double Shift	Single Shift	Double Shift	Single Shift	Double Shift	Single Shift	Double Shift
English	8	8	8	8	8	8	7/8	
Hindi	8	8	8	8	8	8	8/7	15
Santhali	—	—	2	2	3	3		3
Maths	8	8	7	6	7	7		7
Science	5	5	5	5	6	6		8
IT	4	4	4	4	6	6		6
Art	3	3	2	3	2	3		3
W/Exp.	2	1	2	1	3	2		3
Music	2	1	2	1	2	2		—
CCA	2	1	2	1	2	1		2
Lib	1	1	1	1	2	1		2
PT	5	2	5	2	5	2		2
Total :	48	42	48	42	54	48		54

Statement

Distribution of Periods
Higher Secondary
CLASS X

Compulsory Subjects	CLASS IX		Offering 4 Electives		Offering 3 Electives		Offering 4 Electives		Offering 3 Electives		Offering 4 Electives	
	Offering 3 Electives		Single shift	Double shift	Single shift	Double shift	Single shift	Double shift	Single shift	Double shift	Single shift	Double shift
	Single Shift	Double Shift										
English at higher level 7/8	15	15	15	15	8	8	8	8	9	9	9	9
Hindi at higher level 8/7	15	15	15	15	8	8	8	8	9	9	9	9
Sanskrit	3	3	—	—	—	—	—	—	—	—	—	—
Core I (Lower Maths)	3	3	—	—	4	4	—	—	—	—	—	—
Core II	3	3	3	3	4	4	4	4	—	—	—	—
GSC/Set	3	3	3	3	—	—	—	—	—	—	—	—
Craft	3	3	3	3	—	—	—	—	—	—	—	—
Electives	18	18	24	24	21	21	28	28	27	27	36	30+6*
	(3×6)		(4×6)		(3×7)		(4×7)		(3×9)		(4×9)	
CCA	2	1	2	1	2	1	2	—	2	1	—	—
Library	2	1	2	1	2	1	2	—	2	1	—	—
PT & Games	5	1	5	1	5	1	2	—	5	1	—	—
Total :	54	48	54	48	54	48	54	48	54	48	54	48+6*

*6 periods to be arranged outside school hours.

The introduction of 4th Elective will be governed by the following policies :

1. The 4th Elective can be offered only in the Science Stream i.e. for those offering Physics, Chemistry, Maths the fourth elective will be Biology and for those offering physics, Chemistry, Biology it will be Mathematics.

2. While all students who have selected for the Science stream may be permitted to offer the 4th elective, students will need individual guidance in making the decision. Those who are border line cases and may find the addition a burden may be discouraged. Conference with parents is also advisable. A helpful attitude is called for on the part of the school as this is a crucial decision that will affect the future career of the student.

3. Students offering the fourth elective should have cleared Sanskrit at class VIII and need not offer it in class IX. All other will continue to offer Sanskrit in class IX as before.

4. English and Hindi will continue to be offered at the higher level as compulsory subjects by all as at present, viz. those offering 3 electives as also those offering four. This should be made clear to the students.

Framing of Time Table for IV Elective.

In class IX the fourth elective will be in lieu of Sanskrit and Core I (lower Maths).

In class X in lieu of Core I and 3 periods of PT and class XI in lieu of PT, CCA and Library.

Copy of letter. No. 21-21/71-KVS (SP)

Subject. Bunching of Electives in Kendriya Vidyalayas.

I am to say that the question regarding revision of bunching of elective subjects in a Kendriya Vidyalayas has been under consideration for some time past. Uptil now the number of elective subjects that could be taken in Kendriya Vidyalayas was limited to three only in addition to core subjects. Provision was, however, made for student desirous of taking the 4th elective being permitted to do so provided that he undertook to study the subject privately, and to appear at the examination alongwith the students who study that subject at the school.

It has now been decided to provide facilities for the teaching of four electives in all Kendriya Vidyalayas. The new bunches of elective subjects in Kendriya Vidyalayas shall be as follows :

Bunch I	Bunch II	Bunch III	Bunch IV
English language & Geography	Hindi Literature	History	Sanskrit Literature Economics Drawing & painting
Elements of House decoration & Home Science.	Chemistry	Mathematics	Biology
Physics	Textiles, clothing & Laundry	Food Nutrition & cooking	Home Nursing child development & mother craft
House hold management & human relationship			

The above mentioned bunching system will be in substitution of the bunches given in Art. 130 of the Education Code.

This may also be taken as an amendment to Art. 130 of the Education Code. A formal corrigendum to the Code, however, is being issued separately.

Copy of letter No. F. 21-23/71-KVS (SP) Dated 18th June, 1971.

Of late the Sangathan is receiving many a representation for relaxation of the minimum aggregate percentage in Science and Mathematics for entry into Science stream or re-examination of those students promoted to class IX and not selected for the stream.

The question has carefully been gone through and it is felt that the provision made under Article 92-Note of the Education Code is fair enough to meet such representation. However, you are requested to take extreme care while extending the above benefit only to hard and genuine cases and not to those who fall far below the mark thereby diluting our standards.

**Copy of Follow-up Action on Principals' Conference
Circular No. 3 (CDN No. 11-7/71)**

The use of the Library

At the Conference held in Bangalore this year Principals reiterated the need for making the library an effective part of the school programme. This need has been felt ever so often before and practically every meeting of educationists makes such a recommendation and often the matter ends there. The Kendriya Vidyalayas must do better than that.

This circular aims at spelling out a minimum programme for the utilisation of the library. Some schools may be doing this and more already. Many schools have yet to realise the importance of making reading for pleasure or information a vital part of instruction. It is possible that among them there are a few that realise its importance but do not have the physical facilities necessary and give up pursuing sometimes in despair. Taking into consideration the different types of situations involved and the varying standards prevailing in our Vidyalayas the Sangathan would like to indicate certain broad policy guide-lines for the development of library services in the Vidyalayas.

1. Within the space available to the institution one corner should be set aside for the school library. Vidyalayas that have their own buildings usually have a fairly large room allocated for the library. Vidyalayas that are not so fortunate as yet must find out the best solution to the problem and ensure that some corner is available; perhaps they could explore the possibility of placing a small cupboard in each class room which would contain a set of books suitable for the class. The library corner should be attractive and pleasant. Bulletin boards displaying educational posters and pictures are helpful.

2. Vidyalayas that have own buildings should see the gradual but steady introduction of an open-access system of arranging the books in the library. It is necessary to give some thought to equipping the library suitably. Even if almirahs have already been bought, some with glass and some wooden, they need not be kept locked during school hours. It is good to allow pupils to take out a book, turn over the pages, see if it interests him and then decide on taking it. The librarian will, of course have to be alert and vigilant during these hours. Where circumstances do not at present permit the system for one reason or the other, the

school may devise its own mode of arranging the books—but the principle that pupils be encouraged to handle books be kept in mind.

3. Having physical space and almirahs or book shelves is one thing, selecting the right type of books is another. Our Vidyalayas should be well stocked with children's literature both in Hindi and English. From time to time suggestions have been made by the Sangathan in this regard. Proper planning, well ahead of time, selection of suitable books with the help of teachers and arranging for their purchase in good time are important.

In this connection it has to be pointed out that wide reading in English is possible only if the library contains a variety of Simplified and Abridged books. Many of our students may not be able to read Dickens or Walter Scott, Hardy or Jane Austen or other English classics in original now, though one would hope that the best of them may be able to do so at least by class XI. Nonetheless the major publishers such as Orient Longmans, Macmillan & Co., and Oxford University Press, do have simplified and suitably abridged forms of these English classics and other books in series. You may take a look at the list suggested in the Appendix which are reasonably priced and well graded so that the pupil can read them step by step and gain both speed and pleasure out of his general reading. In addition many simple books on travel, adventure, mystery and science fiction are now available.

Likewise in Hindi there is a lot of very good material now available and as recommended earlier the publications of the National Book Trust and the Children's Book Trust of New Delhi would be invaluable. One should contact the nearest agents and send for a variety of books on approval which may be perused by the teachers and even by pupils sometimes. Where feasible a team of teachers might be encouraged to visit bookshops to make these selections. Other purchase procedures as laid down by the Sangathan should be observed. Nonetheless there is every reason to expect that teachers and Principals will give careful thought to selecting the kind of books best suited to pupils' interests and reading ability.

Variety of content, suitability of expression and style, attractiveness and durability of get-up, reasonableness of cost—these are some guiding factors in the purchase of books.

4. Developing good reading habits is a complex process and involves ensuring systematic growth of reading skills. This is no easy task for the language teacher but a challenge that has to be taken up. The foundation has to be laid by paying attention to the development of comprehension abilities in the language classes and gradually extended to reading for pleasure and enjoyment. In every class, teachers may aim at getting a pupil to read at least 20 books in the year, 10 in English and 10 in Hindi. It would be good if they are encouraged to maintain a diary indicating title, author and why he likes or does not like the book. Close collaboration is called for between the language teacher and the librarian in this task. It is found that at present in a large number of our schools many students completed the year and even go out of the school without having read one good book other than the text. This is not a healthy sign for a progressive institution.

5. Guided reading can be arranged as you well know in many ways—pupils may visit the main library during the library period, select a book they like to read under the guidance of the teacher and the librarian, settle down to reading it there and then take it home. Alternatively, particularly in the primary classes sets of simple children's books could be distributed by the class teacher in the Reading or Library period and the child guided to make progress in silent reading. Schools may devise their own arrangements, no doubt, but our advice is that a systematic watch be kept on developing interest in reading.

6. In the ultimate analysis the success of a school depends upon its ability to make pupils self-reliant in learning. For this purpose, the careful building up of 'reference skills' is necessary. Pupils have to be taught how to use the dictionary right from the primary level and

all through ; how to use the table of contents in a book, the index etc., how to read time tables, maps, diagrams, newspapers, advertisement ; how to use an encyclopaedia and other reference works ; how to take down notes from a book particularly in the content area of the sciences and the humanities in the high school classes. While the dictation of notes by a teacher in class for purposes of memorisation for the examination is a bad way of teaching and deserves to be discouraged, reading books or chapters of books in science or humanities other than texts for purposes of getting the main ideas or collecting varied points of view is a skill that has to be developed at the school. It is expected that the students in the Universities will do this on their own when they leave school but very little is done in school to prepare them for the future, be it a University or a job. Hence the importance of developing reference skills.

7. It is hoped that our Vidyalayas will attach during the session 1971-72 the highest importance to the building of library reading skills and abilities and move in the direction of enabling pupils to become critical and creative readers. The Sangathan would like to be kept informed of any experiments and efforts made in this direction.

Copy of Follow-up Action on Principals' Conference.

Circular No. 4 (CDN. 11-7/71)

Work Experience

You will recall that during the discussions at the Conference in Bangalore, it was agreed that the Vidyalayas would experiment with widening the scope of the present provision for craft towards a broader concept of work experience. It was felt that the Kendriya Vidyalayas should initiate programmes as will serve as model for the country in the matter of integrating work experience into the total school curriculum. The syllabus that was worked out by the Committee on Work Experience was distributed to the Principals at Bangalore. This note elucidates the further task before the schools in developing this programme effectively.

In order to make this programme more comprehensive and realistic, it is necessary for each Principal to plan, with the assistance of his staff, including the two craft teachers now handling Home Science and electrical gadgets, the manner in which the physical facilities available in the institution, as also the competence of the staff can be fully utilised in furthering this programme. While the two craft teachers could take the major responsibility, they should be assisted by any other teachers who have the necessary skill, particularly from the science teachers.

It should be borne in mind that the main aims of work experience in our Vidyalayas would be to help pupils gain :

- (a) elementary skills in mental and physical work aimed at developing productive activities
- (b) elementary knowledge of the structure of the work piece of raw materials, (wood, plastic, metal, leather, plasticine, glue etc) ; their specifications, their method of identification, process of their manufacture, their physical, chemical properties
- (c) elementary capacities of deciding independent the successive working steps, the general ability of organising any jobs correctly, and comparing the attained quality with the desired quality
- (d) a sense of dignity of labour, of self-reliance, of spirit of enterprise and of discipline.

The school will work out a minimum programme within the two periods per week allotted to classes I-V and three periods per week allotted to classes VI-VIII. In classes I-IV the class teachers will take the main responsibility assisted by the craft teachers wherever feasible. The home science teacher who teaches needle work can with to paper and card board work and toy making, food production activities as also items related to maintenance and beautification of shelter and recreation. The electrical gadgets teacher may be encouraged to try expanding the curriculum to cover, where possible, elementary wood work, plastic work and metal etc. In schools where horticulture is possible pupils should be encouraged to attempt in small way some agricultural processes such as pot culture and kitchen gardening. It in this that some assistance from other teachers could also be taken. Particulars of the types of programmes that can be tried are given in the curriculum that was handed over to you.

In developing these areas of work experience it should be realised that a lot of assistance could be sought from parents and other resources in the community. Some careful thought should be given to this.

Evaluation should be done carefully and in terms of the objectives set out. The achievements of the students may be rated according to the skills they have derived and graded on a point scale as A/B/C. These may be entered in the progress card from time to time.

It is envisaged that much of the work will not require additional funds, as the materials to be bought are inexpensive and may be met out of school funds. All the existing equipment in the school may be fully utilised by all classes. Vidyalyayas that have got further resources nearby such as the IIT Workshops or Army/Navy/Air Force workshops etc, may consider the possibility of developing one aspect even in one class as a pilot project. The question of establishing a small workshop in one or two Vidyalyayas in each Region can also be examined provided the schools show a spirit of enterprise and adventure.

It should be emphasised that the introduction of this programme has to be gradual and phased. On that amount should be undertaken that can be done successfully and built up progressively. It is proposed to train craft teachers and primary teachers during vacations to handle this programme effectively. Simple orientation courses may also be organised at regional or city levels as and when feasible. Vocational institutes in the vicinity may be tapped for the purpose of orienting teachers.

Reports of the progress made in developing work experience as part of the curriculum may please be sent to the Sangathan from time to time. As this is a new venture its success will depend, in the main, on whether the Principal shares with us the same conviction about its usefulness and its willing to take risks and new things.

Wewish you avery success.

Following-up of Principal's Conference May 1971

Copy of Circular No. 5 (CDN No. F. 11-7/71-KVS) Dated 2nd September 1971

In continuation to the circular of even No. dated the 23rd August, 1971 the Curriculum material for classes I to VII in Music is herein enclosed.

It may be observed that no period for Music is allotted for classes VII and VII in the Distribution of time suggested in the Sangathan's circular No. 1(CdN No. F. 11-7/71-KVS), dated the 30th July, 1970. The Sanhathan has carefully considered this aspect and recommend the revised distribution & time for primary and middle-departments as given on page 2.

DISTRIBUTION OF PERIODS

Primary and Middle Departments

Subjects	Classes I to IV		Class V		Class VI		Classes VII & VIII	
	Single Shift	Double Shift	Single Shift	Double Shift	Single Shift	Double Shift	Single Shift	Double Shift
English	8	7	8	8	8	8	7/8	15
Hindi	8	8	8	6	8	8	7/8	15
Sanskrit	—	—	2	2	3	3	3	3
Maths	8	8	7	6	7	7	7	7
Science	5	5	5	5	6	6	8	8
S St.	4	4	4	4	6	6	6	6
Art	3	3	2	3	2	3	2	2
W/Exp.	2	1	2	1	3	2	3	2
Music	2	1*	2	1*	2	1*	1*	1* (if two Periods are required one period can be taken from PT)
CCA	2	1	2	1	2	1	2	1
Library	1	1	1	1	2	1	2	1
PT	5	2	5	2	8	2	5	2
Total :—	48	42	48	42	54	48	54	48

Follow-up Action on Principals Conference May, 1971.

Copy of Circular No. 7 (CDN F. 11-7/71-KVS) dated 27th August, 1971.

Subject :—Scheme of Evaluation.

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One of the major recommendations of the Conference of Principals at Bangalore was to modify the existing pattern of evaluation so as to ensure total assessment of pupils achievements on progressive lines. With this end in view the Sub-Committee recommended that more weightage is to be given to periodical tests than given at present with a corresponding reduction of weightage to the Annual Examination. The Sangathan after careful consideration has accepted this recommendation and has decided to stipulate the following weightage to the different tests/examinations forth with for purposes of evaluating students for promotion to higher classes :

(a) Class-work, Home-work, Projects and Practicals.	...	10
(b) Periodical tests.	...	20
(c) Half-yearly Examination.	...	20
(d) Annual Examination.	...	50
	Total :	100

Another aspect of this recommendation was the nature and frequency of periodical tests. The minimum of such periodical tests are to be 3, one each in September, November and February/March. These tests are to be considered both diagnostic and evaluative. This dual function can be achieved only if they are taken at frequent intervals viz. at the end of each topic/unit taught in the class. The situation will then be informal and assessment more objective continual and reliable. It will help in the evaluation of the effectiveness of teaching also. The duration of such tests may be for a teaching period or two at the most. This does not mean increasing the clerical work of the teacher, but a necessary adjunct to his performance in the class-room.

The principals are also advised to ensure that proper records of the performance of pupils in all these areas are maintained throughout the year. In addition, it is necessary that every school should send to parents a Progress Report once a term i.e. in the first week of October, January and May of each year. This Report should reflect pupils' progress in terms of marks with respect of the academic subjects and in terms of grades (A, B or C) in subjects like-work-experience, music, art, physical education etc. or alternatively descriptive sentences may be given.

To this extent the provision made in Article 115 of the Education Code stands amended.

Follow-up of Principals' Conference May 1971.

Copy of circular No. 8 CDN (F. 11-7/71-KVS) dated the 4th September, 1971.

One of the recommendations of the Conference at Bangalore was to abolish the practice of collecting absence fine from students, who frequently absent themselves from their classes. The Sangathan considered this suggestion carefully and has decided to accept this recommendation. So it is decided to amend Article 66 of the Accounts Code as under :—

Amendment

Cases of students absenting frequently without proper authority should be reported to the Parent/Guardian. If the Principal is satisfied that this action of his does not produce the desired results the name of the student may be struck off the rolls after giving the Parent/Guardian prior notice. Such a student can be re-admitted only on payment of re-admission fee and all dues upto the date of re-admission.

Copy of Circular No. F. 3-10/71-KVS SP) dated 21-6-1971.

The Sangathan has received some representations requesting to allow students who have failed twice in a class to repeat for the third year in the same Vidyalaya. They have represented that if they are to leave the schools now, there are no other schools there in the vicinity running All India Higher Secondary Examination Course. They have obvious difficulty in going back to the State Schools where medium is the regional language.

After careful consideration it is decided to allow such students of classes IX and X as a special case the concession of repeating their students in the same class as an experimental measure even though they have been detained for two consecutive years as they have to pursue a block course of three years preparing for All India Higher Secondary Examination. Turning them out at the end of class IX or X will not in anyway help them to get their continuation course in anywhere as Vidyalayas offering these courses are very few in number in our country.

These concessions are on an experimental basis and would continue for this year only.

Follow-up Action on Principals Conference May, 1971.

Copy of Circular No. 2(CDN No. F. 11-7/71-KVS) Dated 1-7-1971.

Subject :—Corporal Punishment in KVS.

Corporal punishment, which has become an anachronism in any progressive system of education, I am afraid, still exists and is being applied in some of our Vidyalayas. None would claim today that it has any positive educative value or will defend it as a corrective or even as a deterrent. It will then be right to suggest that its practice, if in vogue should completely be stopped.

The question then arises as to how and by what means can teachers maintain discipline? The good disciplinarian, the successful teacher, rarely has to punish. There is no formula on which he relies; his secret is part of his personality. There are schools, too, in which punishment is rarely necessary. It is a little easier to see why they succeed than why individual teachers command respect. Good organisation, an orderly life, plenty to do, good teachers, clear direction, the certainty of fair-play—these are the components of a well-run, well-disciplined school. In such a democratic set-up terror has no place. Good-will and proper direction and guidance will provide a fertile climate for both creativity and productivity.

There is a correspondence between the habits of the home and of the school which cannot also be disregarded. So it will be worthwhile to associate parents to solve individual disciplinary problems as they still exercise a powerful influence over their wards.

Proper guidance and care are the other means of reforming indisciplined pupils. Such passive, persuasive and reformatory measures will always yield far better results than punitive measure that might breed fear, bitterness, contempt, disappointment and despair. A corrective smile, a sympathetic look and an affectionate pat on the back will go a long way to transform even incorrigibles. Where necessary the Principal and teachers should in consultation devise such corrective means as may be deemed useful in cases of habitual defaulters—but not with a rod or by inflicting physical pain.

It is, therefore, hoped that once and for all we will give up this coercive type of punishment in our Vidyalaya and in its place foster wholesome positive measures which will enable students to realize where they are wrong and how to correct themselves, thus ensuring their maximum growth in an atmosphere devoid of fear and repression.

Copy of D.O. No.F. 5-1/72-KVS(SS) Dated the 3rd April, 1972

I have been desired to enclose a copy of letter No.F. 5-1/72-KVS (SS) dated 1 4 72 regarding Reform in Examination, addressed to the Principals, Kendriya Vidyalayas, Delhi, for your information.

Copy of letter No. F.5-1/72-KVS (SS) Dated the 1st April, 1972

Subject :—Reform in Examination.

You are well aware that one of the important objective of the Kendriya Vidyalayas is to be model school in the context of national goals of Indian education. It is for the fulfilment of this objective that it was decided to have a comparatively higher teacher-student ratio in these Vidyalayas and also to higher percentage of senior teachers than in other schools. Further, one of the important National Goals of Education as indicated in the Kothari Commission's report is to accelerate the process of modernisation in education.

We have been trying to fulfil the tasks assigned to us in several ways like following up-dated syllabi and books, using modern teaching aids laying emphasis on the proper use of libraries, arranging of in-service and refresher courses and holding periodical conferences, seminars and the like. One field which requires urgent attention is that of examination reform. It has been felt that with all the efforts made to update the teaching, the teacher finds himself incapable of adopting innovation and improved techniques for the fear of a very rigid type of examinations in which his pupils have to be tested. Thus classroom activity is centred around the examination with the result that it becomes seriously cramped and restricted. Ideal situation should be the other way round where complete freedom is available to the teacher to try out his experimentation & innovation and where student are not unduly stricken with the horror of examination.

Idea however is not to do away with examination all atonce. With the importance assigned to examination in our traditional thinking, and with all activity in the school being so heavily influenced by it, it is felt that no time is to be wasted now when the question of reforms in examination system in the Kendriya Vidyalayas should be attended to with a feeling of great urgency.

In order to make a very modest beginning, it would be worthwhile at least to accept that there may be no failures in classes I and II in the schools in Delhi. The students' performance may be watched round the year and the teacher should be able to identify the weak point in a student. It is to be understood that there is no sense in failing a student because of the failure on the part of the teacher to indentify the weak point in a student and again for the teacher's negligence in not remedying it in time. This is true not only for the student of Class I and II but for all the students of all the classes. We feel extremely happy if a situation is developed in which no student fails and at the same time he is brought up to the required level of achievement. This question was touched upon in the last meeting with the Delhi Principals. Attention at that time was invited to the provisions of the Education Code in matters of class promotion etc. It was then pointed out that it was not necessary to go by the marks awarded by the teacher even in class tests, periodical tests and half-yearly tests. The Principal has the full authority to scale those marks suitably. Efforts has to be made to see that the teacher is able to carry with him every student of his class. Moreover, it may be clearly understood that failing a student really means failure on the part of the teacher in not being able to teach a particular student properly. It may no longer be regarded as the incapacity or disability on the part of the student. It is therefore not right to fail a student when failure is really that of a teacher. If this idea is accepted and understood, all other efforts made to improve the

system of education would acquire completely new significance. In fact, it had been for such considerations that several decisions had been taken in the last year's Principals' Conference at Bangalore and barring teachers of the Kendriya Vidyalayas from undertaking private tuition was one such thing in this context.

5. There is greater need for understanding the basic thinking behind these proposals than to treat them as something coming from the Sangathan and therefore to be followed for authority they have. In fact this is only a very modest beginning but if its significance is realised, it will build a strong foundation to plan a sound paper structure.

Copy of letter No F. 18-17/72-KVS (SS) Dated 1st April, 1972

Subject. Kendriya Vidyalaya Merit Scholarship Scheme for Classes IX to XI
Clarification thereof.

Some doubts have been raised regarding the eligibility and continuance of the Merit Scholarships awarded by the Sangathan to students in classes IX to XI. In supersession of all the circulars issued earlier on this point, the following drawal of the above scholarship.

Eligibility.

1. The scholarship will be open to bonafide students of Kendriya Vidyalayas from other State Govt./Public/Private Schools in the middle of session will not be eligible for the scholarship during the session..

2. The award of the Scholarship will be made strictly in order of merit to students securing 1st positions in classes VIII IX and X on the basis of assessment made for promotion to the next higher class, provided such students do not secure less than 60% marks of the aggregate. For this purpose, marks obtained at a supplementary examination should not be taken into consideration.

3. While determining merit for the award performance in the following examination subjects should be taken into consideration.

Class	Subject
VII	English, Hindi, Sanskrit, Maths Science, Social Studies.
IX	1. English and Hindi. 2. Sanskrit. (for those who offer 3 electives) 3. Three/four electives. 4. Core subjects 5. Craft.
X	1. English, Hindi. 2. Three elective (Those who offer 4 electives, the best of three will be considered) 3. Core subjects.

4. Students bracketed in the first position will be eligible for the full amount of the scholarship. It is however stressed on all the Principals that efforts should be made by strict evaluation of answer books to ensure that such a contingency does not normally arise.

5. The award will be tenable for one academic year. If after getting a scholarship, the student joins another Kendriya Vidyalaya on transfer during the academic year, he will get the amount of scholarship from the new Kendriya Vidyalaya with effect from the month he is admitted there and will enjoy the scholarship till the end of the academic year.

6. The scholarship awarded is subject to cancellation, in case the awarded is subject to cancellation, in case the awardee is irregular in attendance and bears unsatisfactory conduct and behaviour.

7. A wardees who continue their course of the year in the same school will have to obtain a minimum of 50% of marks in the aggregate in all the tests and examinations save in exceptional circumstances i.e. where the boy fails to secure the minimum of 50% marks in aggregate in a particular test/examination due to illness/accident, which is to be supported by a certificate from a authorized Medical attendant. Those who get transferred in the middle of session from one Kendriya Vidyalaya to another Kendriya Vidyalaya should score not below 50% of the marks in either of the 2 immediate consecutive tests/examination due to illness/accident which is to be supported by a certificate from a authorized Medical attendant. Those who get transferred in middle of session from one Kendriya Vidyalaya to another Kendriya Vidyalaya should score not below 50% of the marks in either of the 2 immediate consecutive tests/examinations held later in the new school to continue with the award. Failure to fulfil this condition will entail the forfeiture of the award granted from the month the student become ineligible. Such withdrawal shall be made in concurrence with the Asstt. Commissioner concerned.

8. In case a student who stands first leaves the school in the beginning or in the middle of the year in which he was awarded scholarship and does not join any other Kendriya Vidyalaya, the next student obtaining the higher marks will be eligible for the scholarship for the whole or the remaining part of year.

Copy of letter No.F.18 24/72-KVS (SS) Dated 6th April, 1972.

In partial modification of Clause (ii) of Article 88 of the Education Code for Kendriya Vidyalayas, it has been decided that student admitted to Kendriya Vidyalaya after 31st August in Primary-department, who have evidence previous schooling before joining the Kendriya Vidyalaya, whether in a recognised school or otherwise, but admitted after an 'Admission Test's may be permitted to take the annual examination provided their progress in the Kendriya Vidyalaya has been satisfactory.

This decision may be given effect to immediately.

Copy of letter No.6/12/71-Estt (D) dated 18th July, 1972 from Government of India/ Shri Sarkar Cabinet Secretari/Mantrimondal Sechivalaya Department of Personnel/K. Arnik Vibhoh.

Subject Recognition of the examination conducted by the Rashtriya Sanskrit Sansthan, New Delhi as equivalent to various educational qualifications in the general set up of education for purposes employment under the central Government.

The undersigned is directed to say that the Government of India have decided, in consultation with the Union Public Service Commission, to recognise the following examination conducted by the Rastriya Sanskrit Sansthan, New Delhi as equivalent to various educational set up as indicated against each, for purpose of employment under the Central Government:

Name of the examination	As equivalent to
1. Prathama.	Middle School
2. Madhyama.	Higher Secondary
3. Shastri.	B.A.
4. Acharya.	M.A.
5. Shiksha Sastri.	B. Ed.
6. Vidya Vari Ehi	P h. D.
7. Vachaspati	D. Litt.

In so far appointments under the Indian Audit and Accounts Department, are concerned these orders have been issued in consultation with the Comptroller and Auditor General of India.

Sd/-
(H.S. Dhilion).

Sd/-
(K. Ramiah)
Under Secretary to the Govt. of Indi

Copy of letter No. F. 18-51/72-KVS (SS). Dated 24th August, '72.

Subject. Recognition [of the examinations conducted by the Rashtriya Sanskrit Sansthan, New Delhi, as equivalent to various educational qualifications in the general set up education for purposes of employment under the Central Government.

I am to enclose a copy of letter No. 6/12/71-Estt (D) dated the 18th July, 1972 received from Department of Personnel, Cabinet Secretariat, on the above subject for information and future guidance.

Copy of letter No. F18-13/72 KVS (SS) Dated 12-7-72.

Subject :— Extension of the Scheme for the teaching of Regional Languages in Kendriya Vidyalayas.

As you are aware the Sangathan has been considering a progressive extension of the mother tongue to students in the Kendriya Vidyalayas. Orders regarding teaching of the mother tongue of the students where it is the same as the Regional Language of the State have already issued and schools have tried to implement the same. It has now been decided that instruction in the mother tongue should be given to the students even if it is different from the regional languages of the State where the school is located, provided that there are 20 or more students willing to study the language. Sanction of part-time teachers or full-time teacher as the case may be has been delegated to the Assistant Commissioner concerned. Each Principal will study the requirements of the school and send up proposal for part-time or full-time teacher to their Assistant Commissioner under intimation to the Sangathan by July 22nd. A part-time teacher will receive a remuneration of Rs. 100/- per month. It is also envisaged that where necessary existing teachers may be assigned this work if competent to teach the language and be paid an honorarium proportionately which in no case should exceed Rs. 50/- p. m. per teacher. Where number warrant a full-time teacher on the TGT scale may be appointed Teaching will commence not later than August 1st.

I have to invite your attention to the importance that at the Sangathan attaches to the teaching of mother tongue and to request you to make special efforts to implement the scheme in the spirit in which it has been envisaged. We have discussed the desirability

and feasibility of this scheme at the Regional Conferences of Principals held recently. It has been impressed that efforts should be made to see that a gap is not created between the child and his home and the child is not divorced from his home surroundings on account of his lack of knowledge of his mother tongue. Adequate knowledge of the mother tongue is also desirable from an educational point of view for a fuller development of the personality of the child. It is, therefore, imperative that genuine efforts are made for the meaningful teaching of this language. In view of this it is suggested that these languages may be taught within school hours and about two to three periods per week be assigned. Teaching may be introduced from class IV and continued upto class VIII and where there is need in classes IX and X also. Since we are beginning two languages *i.e.* English and Hindi in class I, it is felt that the introduction of the mother tongue could be made at class IV. The pupils desirous of learning the language may be divided into 2 or 3 groups (*e.g.* classes IV and V, VI and VII, VIII and IX) or groups formed according to pupils ability in languages.

It should be remembered that the objective of teaching the language is to enable pupils to have a functional mastery over the language and such linguistic skills have to be developed as will enable pupils to read and understand the language of every day use, to speak correctly and pleasantly and to write reasonably well and with ease. Simple courses should be designed and interesting books prescribed. Contemporary literature may also be introduced. The assistance of local experts may be sought in taking decisions regarding course and text books to be followed.

A report on the progress made in pursuance of the instructions may be sent to the Assistant Commissioners with the copy to this office by 31st of August, 1972. Your report should indicate the number of languages taught as mother tongue, number of students for different language group, number of students availing of this facility, number of part time teachers and the number of full-time teachers employed for the scheme.

This letter may please be acknowledged to the respective Assistant Commissioner.

Follow-up Action on Regional Conferences of Principals, 1972

Circular No. 1. Dated August 3, 1972.

Subject :—Introduction of Uniform "Teaching Plans" and Teachers' Diaries in Vidyalayas.

You will recall that at the Regional Conferences of Principals the need for introducing a uniform system of Teachers' Diaries and lesson notes was recognized. The Sangathan was to examine this and issue a common policy note on the question. The matter has been discussed at a recent conference of Education Officers also. Enclosed herein are the following :

- (i) A proforma for Teaching Plans
- (ii) A note on Teachers' Diaries.

You will kindly study these yourself carefully, get sufficient copies cyclostyled so that each teacher can have a personal copy, discuss it at subject committee meetings and guide teachers to use these during the current academic year.

A few points may need clarification in the Teaching Plan proforma.

This proforma has been designed to ensure that the teacher gives some thought in preparing for every subject before meeting the class. We must recognize, however, that considering the teacher's load of work such plans must be very simple and short. Elaborate notes and comments are not possible or desirable.

It is envisaged that the proforma will be used by the teacher for every "Topic". A topic in Social Studies or Science may be covered in 2 or 3 periods or more. A topic may also be referred to as a sub-unit. Many topics make a unit. In English, Hindi, Sanskrit because texts are used they are usually referred to as "Lessons" may be covered in one period or more depending on its length. We should all use the same terminology and be clear about what they refer to.

You will notice that item No. 6 in the programme is 'Instructional Objectives'. This is not the same as the General Aims or Specific Aims usually introduced in most teachers' colleges for the B Ed. class. Here we have a different point of view. Our belief is that the teacher has to learn that every unit of knowledge that he is teaching can be regarded as an opportunity to develop in pupils certain intellectual abilities such as the ability to reason, to interpret data, to draw conclusions, to predict outcomes, to form judgments etc. It is by conscious and deliberate effort that these dimensions of thinking can be aimed at in teaching, apart from the usual one of 'passing on information'. Hence, for every topic let the teacher plan for one or two instructional objectives. These will be further clarified in the illustrative teaching plans that the Education Officers are planning to develop.

Content refers to subject matter. It is enough if the teacher puts down the major ideas/concepts as points he wishes to deal with. He is not expected to write long paragraphs or sentences.

Activities. As we know in most cases the teacher teaches through verbal explanation using the black-board and pupils listen. Gradually we must help teachers bring more life and activity into the class room. If the instructional objectives such as reasoning, interpreting etc are to be seriously aimed at, pupils must be given a chance to exercise their thinking capacity. So in this column the teacher notes down at least for some lessons what activities he is planning to introduce. These may be the teacher's activities. He may just write "teacher will demonstrate use of ———" or "a filmstrip will be used" or "map of ——— will be shown". And there may be pupil activities also. If so, he writes in this column "pupils will work in groups and write a report" or "pupils will locate ——— using their Atlases" or "pupils will interpret data from the figures supplied to them" and so on. Help teachers move away slowly at least once a week from the routine to the more exciting ways of teaching.

Assignments. These may be class-work or home-work Assignments including for example, several short answer questions. These may not be written but reading assignments and preparation for oral work. These may take the form of collecting material, interviewing people, making models and charts. It will really depend on the subject and on the instructional objective aimed at. In this column the teacher must think of the most suitable assignment that may be given to the pupil and see that it is related to finding out if the particular objective aimed at has been achieved. Teachers need guidance in doing this and a good way of utilising the time in subject committee meetings would be to discuss samples of teaching plans prepared by various teachers.

Remarks/Suggestions. Refer to [teacher's remarks on whether the topic has been "covered"; whether the objective has been attained, what he would like to do next time and so on. Here again, just brief points will do. No elaborate writing is envisaged.

The principal will review these plans [once a week preferably before the topic/lesson is begun or while it is in progress. A system may be evolved for each school. These proforma may be in loose sheets and filed together. The [advantage of loose sheets is that there is more space for the different columns. It is suggested that this format be tried out in

the school for a month or so and then got printed if it is found useful. Action taken on this may kindly be reported to the Sangathan and the Asstt. Commissioner. Samples of the best teaching plans should be sent once a term to the concerned Education Officer. The Sangathan would like to publish useful materials produced by teachers from time to time.

Since this teaching plan will be an effective tool for supervision a change in the content of the Teacher's Diary is recommended. These diaries at present seem to indicate the "portion covered" with remarks in each subject. But the teacher's diaries can serve different purposes. A note on this is also enclosed. Please go through the note and introduce this system during this academic year.

A note for Teachers's Diaries

Vidyalayas are advised to introduce a uniform system in the maintenance of a Teacher's Diary. It is recommended that an exercise book of about 120-140 pages may be provided to each teacher to maintain certain important records. The Diary could be comprehensive and serve two useful purposes :—

- a) to help the teacher maintain essential information and academic notes,
- b) to help the teacher keep records of the progress of the pupils entrusted to his care.

With that in view the following records may be maintained in the Teacher's Diary :—

Part A

1. Teacher's own time table
2. Class time table if he/she is a class teacher.
3. Split up of syllabus in the subject taught by the teacher along with the names of text-books, teacher's guides, work-books prescribed.
4. Notes on any innovation or projects undertaken by the teacher.
5. A list of supplementary readings suggested to the students in any subject.
6. A list of audio-visual aids prepared/used by the teacher.
7. A note on the difficulties/problems faced by the teacher during his/her teaching.
8. Records of the recommendations of the subject committee meeting especially those relevant to his/her classes and follow up thereof,
9. Record of any useful professional reading done by the teacher.

Part B

10. Names of students of his/her class (if she/he is a class teacher) with address of parents.
11. Names of weak students requiring remedial help, gifted students and any other notes on pupils.
12. Academic record of the students in the class/subjects he/she is teaching. This would include marks obtained by the student in various unit/periodic tests/examinations.
13. Some notes on the participation of students of his/her house in various co-curricular activities.

The above is a suggestive list. Vidyalayas may give some thought to this and decide upon the content of the Teacher's Diary keeping the spirit of our recommendation in mind.

Copy of Follow-up action on Regional Conference of Principals—1972

Circular No. 2 Dated 29th August, '72.

Introduction of a uniform Progress Report for all Kendriya Vidyalayas was endorsed at the Regional Conference of Principals this year. A format of the Report card to be adopted in all Kendriya Vidyalayas this session is enclosed herewith. It has been kept quite simple with a view to facilitating the parents in understanding the reports sent by the Vidyalayas. Instructions given hereunder are for guidance for your staff for proper maintenance of the report :

1. **Printing :** The report may be of a uniform size $8\frac{1}{2}'' \times 5\frac{1}{2}''$. The outer cover shall be a coloured card sheet. Printing shall be in black on white quality paper for the inner pages.

2. **Frequency of Reporting :** The report shall be sent to the parent thrice in a year. The report of the first term should be sent during first/second week of October and in any case before the Dussehra break. The report for the second term may be sent in the first or second week of January and that for the 3rd term in the first week of May after the declaration of the results.

3. **Bio-data :** Bio-data may be filled when the card is being prepared for the first term.

4. **Part A—Academic :** In this part is to be reported the progress of the pupil in studies. This includes performance in—

- a) class and home assignments
- b) unit tests conducted in the class period itself and
- c) more formal tests such as half-yearly and Annual Exams.

Class and home assignments would be of 30 marks and unit tests of 70. They are to be separately reported and together out of 100. During the II term besides this, half yearly marks will also be reported out of 100 and the total will thus be 200. But in the third term 40, 60 and 100 marks are assigned to class and home assignments, unit tests and annual examination respectively. They will be reported separately and together out of 200. Weightage for deciding final results is to be worked out as under the last column and the marks reported out of 100.

i) While assessing class and home assignments due credit should be given to—

- a) the quality of the written work including home work. In lower classes it may include oral assignments and in the higher classes, projects/improvisation etc.
- (b) regularity in completing the assignments, sincerity and perseverance with which the pupil has attempted the assignments. Care should be taken to see that the final marks entered under the head are appropriately moderated so that the spirit of internal assessment through sessional work is reflected in the year's report.

(ii) Teachers may be advised to give informal tests on completion of each teaching unit in their own periods and marks individual tests kept in their diaries. Total of all these tests may be raised/reduced to the optimum (70 or 60 as the case may be) during reporting. What is more important is to impress upon the teacher the informal nature and diagnostic value of these tests.

(iii) Half-yearly and Annual Examination marks are to be entered out of 100 each and are to be reported together at the end of the second and third terms alongwith

other marks. Paper-wise marks, wherever relevant, may be kept in the result register.

- (iv) Weightage for promotion is to be arrived at independently i.e. all assignments to be reduced to a weightage of 10, unit tests to 20, half-yearly examination to 20 and Annual Examination to 50 ; total amounting to 100 which will decide the final result of the pupil.

5. Part B—other subjects : This includes those curricular subjects other than those included in Part A viz. Art, music, work experience, physical education and regional languages. The progress of the child may be reported as under :

- (i) Excellent
- (ii) Good
- (iii) Satisfactory or
- (iv) Needs improvement

6. Part C—Special Interests and Hobbies : This column is meant for reporting the special interests of the pupil including his/her aptitudes, hobbies etc. Where there is no positive evidence of these interests, the column may be kept unutilised.

7. Part D : There are two important aspects to be reported under this head :

- (i) Pupil's participation in co-curricular activities
- (ii) pupil's personality traits.

You will recall that at the Principals' Conferences we had agreed that that the Progress Report should not only reflect the scholastic progress of the pupil but include other aspects as well. Herein may be reported in descriptive sentences the activities participated in as also the standards of performance. These activities would include club/House events as also games and sports. Some sample sentences may be :

"Takes keen interest in Cricket".

"Took part in the House debates and spoke well".

"Has potential to develop as a good speaker".

"Is very shy and withdrawn. May be encouraged to take part in co-curricular activities"

"Has produced a good painting—has artistic talents".

While reporting on Personality very great care is to be taken to convey the more positive qualities, for example :

"Has evinced qualities of leadership".

"Is a very responsible student. Has acted as class monitor/prefect".

"Is very willing and co-operative—hard working".

Among negative qualities a few neutral remarks will be in order. For Example :

"Is very shy. Please encourage".

"Appears disinterested in games".

When serious faults are noticed like repeated quarrelsomeness, rudeness, stealing ; it will be better to write :

"Parent is requested to come over to the school for a discussion".

If these are followed by class-wise meetings with parents, any severe drawbacks can be brought to their notice. Since we are introducing this for the first time Principals will please go over every entry carefully.

Part E Health—This item may be filled in only twice a session ; once in the beginning of the session in July and then in April. For class XI students this can be completed in February. Under special remarks you may cover points on eyes, teeth, posture, etc. noted by the class-teacher.

Part F—Attendance—Is self-explanatory but the attendance at the end of each term is to be cumulative i.e. Ist term attendance upto 30th September ; for the IInd term, from the beginning of the session upto 3rd December, and for the IIIrd term, total for the whole year.

The last two pages have been reserved for the remarks/signature of the class teacher and Principal.

A comprehensive report of the kind will require co-ordination among class teacher, subject teacher, house master, physical education teacher, etc. Each school should work out a simple way of ensuring such co-ordination so that correct reporting becomes possible. This is an area in which Kendriya Vidyalayas must give the lead. Hence we request the Principals and teachers to kindly give their best attention to the task reporting. It will be noticed that the first reporting may seem arduous. Once the practice gets underway we are confident that it will become increasingly easier.

The progress report card is a tool for giving a true picture of the pupil's total performance and deficiencies to the parents and to get their co-operation in removing the deficiencies thus ensuring proper development of the pupil. So every care is to be taken to ensure correct and proper reporting.

Sub. National Systems Unit,
National Institute of Education,
 Planning and Administration
 17-B, SriAurobindo Marg, New Delhi-110016
 DOC. No. 2766
 Date 18/11/80

LATEST STANDARDISED FORMS

Name of Kendriya Vidyalaya,-----.

Annual Confidential Report for the year ending 30th June, 19

(Principal)

(This report should be written by the Assistant Commissioner

Part- I Personal Data

1. Name of the Principal in full :
(Block Letters)
2. Date of birth :
3. Home Town and State :
4. Designation of post held :
5. Whether temporary or permanent, if permanent from which date :
6. Date from which continuous appointment held :
 - (a) Name of Vidyalayas where worked previously alongwith periods.
 - (b) In the present school :
 - (c) In the present grade :
7. Basic pay on 30th June of year of report and pay scale :
8. Period of absence from duty on leave, training, etc., during the year :
9. Educational qualifications (including Training Degree /Diploma) :
10. Class (es)/subject (s) taught at present :

PART—II Professional Competence**(To be filled in by the Reporting Officer)****Please give description in sentences and not grades like 'Good' 'Outstanding' etc.**

1. Academic Proficiency :
2. Teaching ability :
3. Supervisory skills in instructional programmes.
4. Bilingual competence : (Working knowledge of English and Hindi).
5. Organising Ability :
6. Qualities of Leadership :
7. Initiative :
8. Alertness to new ideas, innovations and professional growth :
9. Relationship with parents, Management Committee, public.
10. Relationship with staff and students.
11. Capacity to maintain discipline :
12. Honesty and integrity :
13. Ability to manage the office work including financial responsibilities, correspondence, etc.
14. Brief mention of any notable or outstanding work deserving special commendation.
15. Was there any occasion during the year when the officer was censured or warned for dereliction of duty etc. ?
(Mention briefly if any)
16. Assessment of general character, personality and work done during the period under report.
(Give a brief description in about 10-15 lines.

Name in Block letters
Designation
Date

**Signature of the Reporting
Officer**

Part - III (Remarks of the Reviewing Officer)

Do you agree or disagree with the assessment of the officer given by the Reporting Officer? Is there any thing you wish to modify or add?

Signatures of the
Reviewing Officer.

Name in Block letters : _____

Designation : _____

Date _____

Part IV Remarks of the Consigning Officer

(Vice-Chairman of Kendriya Vidyalaya Sangathan)

Signatures _____

Vice-Chairman
Kendriya Vidyalaya Sangathan

Date _____

NAME OF THE KENDRIYA VIDYALAYA.....
 ANNUAL CONFIDENTIAL REPORT FOR THE YEAR ENDING 30TH JUNE, 19 ..
 (TEACHERS)

(This report should be written by the Principal and should be reviewed by the
 Asstt. Commissioner)

To be filled in by the Principal's Office

Part I Personal Data

1. Name of Teacher in full :
 (Block letters) :
2. Date of birth :
3. Designation of post held :
4. Home Town and State :
5. Whether temporary or permanent,
 If permanent, from which date :
6. Date from which continuous appoint-
 ment held :
7. (a) Name of Kendriya Vidyalaya
 where worked, with periods.
 (b) In the present school :
 (c) In the present grade :
8. Basic pay on 30th June of the year of
 Report and pay scale :
9. Period of absence from duty on leave,
 training etc. during the year.
10. Educational Qualifications (including
 Training Degree/Diploma) :
11. Classes/subject (s) taught at present.
12. Any Co-curricular activities assigned :
13. Any training course attended during the
 year :
14. Any experimental work or project under-
 taken :

PART II—ASSESSMENT BY THE REPORTING OFFICER

1. State of Health :
2. Academic competence :
3. Teaching ability :
4. Competence in teaching through the medium of :
 - (a) English.
 - (b) Hindi.
5. Contribution to Co-Curricular activities.
6. Organising ability :
7. Initiative and resourcefulness :
8. Popularity with the students :
9. Capacity to maintain discipline :
10. Amenability to discipline :
12. Relations with superiors :
13. Capacity to assume higher responsibility :
14. Brief mention of outstanding special recommendation :
15. Whether reprimanded for indifferent work or other causes during the period under report :
16. Conduct and integrity :
17. General remarks :
(Give description in about 8-10 lines)

Signature.....

Name in Block letter.....

Designation.....

Date.....

Name of the Kendriya Vidyalaya, _____.
Annual Confidential Report for the year ending 30th June, 19
 (non teaching staff)

(This report should be written by the principal and reviewed by the Assistant Commissioner of the Region.)

Part- I Personal Data (To be filled in the Principal's Office)

1. Name in full :
(Block Letters)
2. Date of birth :
3. Home Town and State :
4. Designation of post [held] :
5. Whether temporary or permanent, if permanent from which date :
6. Date from which continuous appointment is held :
 - (a) Name of Vidyalayas where worked previously alongwith periods.
 - (b) In the present school :
 - (c) In the present grade :
7. Basic pay on 30th June of year of report and pay scale :
8. Period of absence from duty on leave etc., during the year :
9. Educational and other qualifications :

PART II—ASSESSMENT BY THE REPORTING OFFICER

1. State of Health.
2. Observations on
 - (i) Intelligence.
 - (ii) Initiative.
 - (iii) Devotion to duty.
 - (iv) Skill in the work on which employed.
 - (v) Whether maintains all registers and accounts tidily and up-to-date.
 - (vi) Amenability to discipline.
 - (vii) Relations with other staff
 - (viii) Punctuality in attendance.
3. Whether he has been responsible for any outstanding work during the period under review meriting special comment-
ation.
4. Whether he has been reprimanded for any indifferent work or for other cases during the period under review.
5. General assessment of good and bad qualities.
6. Conduct and integrity.
7. Any other remarks.

Signature.....

Name in Block letters.....

Designation.....

Part III—Remarks of the Reviewing Officer

1. Length of service under Reviewing Officer :
2. [Do you agree or disagree with the assessment of the Officer given by the Reporting Officer ? Is there any thing you wish to modify or add.
3. General remarks with special comments about the general remarks given by the Reporting Officer and remarks about the outstanding work of the Officer.
 - (a) Fitness for promotion to Higher Grade (s) :
 - (i) Fit
 - (ii) Not yet Fit
 - (iii) Unfit
 - (b) Has the officer any special characteristics and or any outstanding merits or abilities which would justify his advancement and special selection for Higher appointment out of turn. If yes, please mention these characteristics.
 - (c) Recommendation regarding suitability for other spheres of work, viz.

Signatures of Reviewing Officer _____
 Name in block letters _____
 Designation _____
 Date _____

PART IV-REMARKS OF THE COUNTERSIGNING OFFICER**(Commissioner, Kendriya Vidyalaya Sangathan)**

Signature _____

Commissioner for Kendriya Vidyalayas.

Name of the Kendriya Vidyalaya -----

Annual Confidential Report for year ending 30th June, 19 -----

(Class IV staff)

This report should be written by the Principal

Part. I. Personal Data (To be filled in by the Principal's office)

1. Name in full (Black letters)
2. Date of birth
3. Home Town & State
4. Post held whether temporary or permanent, if permanent, from which date
5. Present pay and scale of pay
6. Educational qualifications
7. Brief description of duties allotted
8. Date from which continuously working
in the
(i) Kendriya Vidyalaya Sangathan
(ii) Present school
9. Can he read and write Hindi or English

Part-II Assessment by the Reporting Officer

1. Observations :
 - (i) Intelligence
 - (ii) Amenability to discipline
 - (iii) Honesty and integrity
 - (iv) Punctuality
 - (v) Devotion to duty
2. General assessment of good and bad qualities :
3. Any other remarks

Signature of Principal -----

Name in block letters -----

Designation -----

Date -----

Report On Probationers

N.B. Two reports are to be forwarded by the Reporting Officer.

- (i) One on the completion of 11 months of service after the date of appointment.
- (ii) The second report on completion of 22 months of service after the date of appointment.

1. Name of the appointee.
2. Designation of the post to which appointed.
3. Date of appointment.
4. (a) Reference number and date of letter of appointment to the post by the Kendriya Vidyalaya Sangathan.

Or

- (b) Reference number and date of letter of the Kendriya Vidyalaya Sangathan approving appointment in case it was made on regular basis after selection by the Vidyalaya Management Committee in accordance with the prescribed procedure.

5. Period of probation.
6. Date on which period of probation expires.
7. (a) Assessment of the Reporting Officer on the work and conduct of the appointee during the period of probation and subsequently.
- (b) If any defects have been noticed, what are those defects?
- (c) Were those defects brought to the notice of the appointee, either verbally or in writing, with a view to give him an opportunity to remedy those defects and show necessary improvement?
- (d) What are the results of such verbal or written communications?
8. Does the Reporting Officer recommend :—
 - (a) that the appointee should be deemed to have completed his period of probation satisfactorily?
 - (b) that his probation should be extended and, if so, for what period?
 - (c) that his defects are such that extension of probation would not lead to any improvement in his work/conduct and that, therefore, his services should be terminated?
9. If the Reporting Officer's recommendation is in favour of either 8.(b) or 8.(c) as above, an attested copy of letter of appointment issued to the appointee should be attached to this report to enable the Kendriya Vidyalaya Sangathan to consider what action should be taken keeping in mind the terms and conditions of the appointment (Please state therein whether the copy is attached herewith).

Dated the

Signature of the Reporting
Officer.

N.B. Reporting Officer in case of Principals is the Assistant Commissioner and in the case of other staff the Principal

KENDRIYA VIDYALAYA SANGATHAN

No.

Dated.....

Subject : Offer of appointment to the post of.....

With reference to his/her application for the above post., the undersigned offers to Shri/Smt /Kumari....., a temporary post of.....in the Kendriya Vidyalaya Sangathan on an initial pay of Rs..... in the scale of Rs.....(or as admissible under the rules). He/She is initially posted to Kendriya Vidyalaya,.....

No travelling allowance will be admissible for joining the appointment.

The services of the appointee are terminable by one month's notice on either side, without any reasons being assigned therefor. The appointing authority, however, reserves the right of terminating the services before the expiry of the stipulated period of notice by making payment to the appointee of a sum equivalent to the pay and allowances for the period of notice or the unexpired portion thereof. He/She will, draw allowances and other benefits in addition to pay at Central Govt. rates as admissible to Kendriya Vidyalaya employees. Other terms and conditions of service governing the appointment are as laid down in the Education Code for Kendriya Vidyalaya as amended from time to time. He/She will be liable to transfer anywhere in India.

If he/she accepts the offer on the terms and conditions stipulated, he/she may please send his/her acceptance to the undersigned within 7 days from the receipt of this letter in the form attached and report for duty to the Principal of the abovementioned Kendriya Vidyalaya within a fortnight of the receipt of this letter. If he/she fails to communicate his/her acceptance by the stipulated date, this offer will be treated as cancelled and no further correspondence will be entered into with him/her.

ASSISTANT COMMISSIONER

.....
.....
.....

1. Copy forwarded to the Asstt. Commissioner, Kendriya Vidyalaya Sangathan,.....

2. The Principal, Kendriya Vidyalaya,.....for information and further necessary action. A set of attestation and other forms are enclosed. These may be got completed from the candidate and returned to the Asstt. Commissioner for further necessary action.

ASSISTANT COMMISSIONER

KENDRIYA VIDYALAYA SANGATHAN

No.....

Dated.....

Subject :—Offer of appointment to the post of.....

With reference to his/her application for the above post in Kendriya Vidyalaya Sangathan, the undersigned offers to Shri/Smt./Kumari..... a purely temporary post of..... on adhoc basis in the Kendriya Vidyalaya..... upto 30th April,..... on an initial pay of Rs..... (or as admissible under the rules)

1. No Travelling Allowance will be admissible for joining the post.

3. His/Her service is purely temporary and adhoc and will stand terminated on the above date without any notice. It is also terminable before the above date on one week's notice on either side. The Appointing Authority, however reserves the right to terminate his/her services before the expiry of the stipulated period of notice by making paymnt to the appointee of a sum equivalent to the pay and allowances for the period of notice/or the unexpired portion thereof. He/she will draw allowances and other benefits in addition to the pay at Central Govt. rates as admissible to the Kendriya Vidyalaya employees. He/she will also be subject to leave rules, T. A. rules and service conditions as appl cable to the employees of the Sangathan.

If he/she accepts the offer on the terms and conditions stipulated above, he/she may please send his/her acceptance to the undersigned immediately in the form attached and report for duty at the above mentioned Kendriya Vidyalaya.

for and on behalf of Assistant Commissioner.

.....
.....
.....

Copy forwarded to the Assistant Commissioner.....for further necessary action.

KENDRIYA VIDYALAYA SANGATHAN

No.

Dated

MEMORANDUM

Subject :—Offer of appointment to the post of.....

With reference to his/her application for the above post in Kendriya Vidyalaya Sangathan, the undersigned offers to Shri/Smt/Kumari..... a purely temporary post of.....on adhoc basis in the Kendriya Vidyalaya..... against a leave vacancy upto.....or till the regular incumbent joins duty whichever is earlier on an initial pay of Rs.....

No. T. A. will be admissible for joining the post.

His/Her service is purely temporary and adhoc and is terminable before the above date without notice on either side. He/she will draw allowances and other benefits in addition to pay at Central Govt. rates as admissible to the Kendriya Vidyalaya employees. He/she will not be entitled to any leave with pay.

If he/she accepts the offer on the terms and conditions stipulated above, he/she may please send his/her acceptance to the undersigned immediately in the form attached and report for duty at the above mentioned Kendriya Vidyalaya.

for and on behalf of Assistant Commissioner

Copy forwarded to the Assistant Commissioner,.....for further necessary action.

For and on behalf of Assistant Commissioner

KENDRIYA VIDYALAYA SANGATHAN.

No. Dated:

MEMORANDUM

In continuation of this office order, No. dated the undersigned writes to inform Shri/Smt./Kumari..... that on a review of the qualifications possessed by him/her, it is found that Shri/Smt./Kumari..... is not fully qualified for the post of..... offered to him/her on adhoc basis as he/she lacks the prescribed teaching qualification/academic-qualification/experience. It has, however, been decided as a special case to continue him/her on adhoc basis for a period of..... from the date of the issue of this letter in order to enable him/her to acquire the requisite qualification within this period. If he/she fails to do so during this period, his/her services are liable to be terminated at the end of this period in terms of his/her appointment in the Kendriya Vidyalaya.

It may also be clearly noted that he/she is liable for transfer anywhere in India,

Appointing authority

To

.....
.....
.....

KENDRIYA VIDYALAYA SANGATHAN

Candidate's Statement and Declaration

The candidate must make the statement required below prior to his medical examination and must sign the declaration appended thereto. His attention is specially directed to the warning contained in the note below :

1. State your name in full.....
(in block letters)
2. State your age and place of birth.....
3. (a) Have you ever had small pox, intermittent or any other fever, enlargement or suppuration of glands, spitting of blood, asthma, heart disease, lung disease, fainting attacks, rheumatism, appendicitis ?
.....
.....

OR

- (b) Any other disease or accident requiring confinement to bed and medical or surgical treatment.
.....
.....

4. When were you last vaccinated ?.....
5. Have you or any of your near relations been afflicted with consumption, scrofula, gout, asthma, fits, epilepsy, or insanity ?.....
6. Have you suffered from any form of nervousness due to over work or any other cause ?.....
7. Have you been examined and declared unfit for Govt. service by a Medical Officer/Medical Board within the last three years ?.....
8. Furnish the following particulars concerning your family :

Father's age, if living and state of health	Father's age at death and cause of death.	No. of brothers living, their ages and state of health.	No. of brothers dead, their ages at death and cause of death.
---	---	---	---

Mother's age, If living and state of health	Mother's age at death and cause of death	No. of sisters living, their ages and state of health	No. of sisters dead their ages at death, and cause of death
---	--	---	---

I declare all the above answers to be, the best of my belief, true and correct.
I also solemnly affirm that I have not received a disability certificate/pension on account of any disease or other condition.

Candidates signature.. ..
.....
Signed in my presence.....
Signature of Medical Officer.....
.....

Note :—The candidate will be held responsible for the accuracy of the above statement. By wilfully suppressing any information, he will incur the risk of losing the appointment and if appointed, of forfeiting all claims to superannuation allowance or gratuity.

Medical Certificate

Name of candidate for appointment :
 (in block letters)

Caste or Race :

Residence :

Father's name and address :

Date of birth by Christian era as nearly
 as can be ascertained :

Exact height by measurement :

Personal marks of identification :

Signature of the candidates :

I do hereby certify that I have examined Shri/Shrimati/Kumari.....
a candidate for employment in the Kendriya Vidyalaya.....
and cannot discover that he/she has any disease communi-
 cable or otherwise constitutional affliction, or bodily infirmity, except.....

I do not consider this a disqualification] for employment in the Vidyalaya. His/her
 age is, according to his/her own statement,.....years and he/she
 appears about.....years.

*I also hereby certify that I have examined Smt.and do not
 discover that she is pregnant.

*(For married female candidates only)

Left hand thumb and finger impression of the candidate

Signature of the candidate.....

Taken before.....

Name of the Officer.....

Designation of the Officer.....

on (date).....

Annexure III

1. Shri/Smt./Kumari.....
declares as under :—

- * (a) That I am unmarried/a widower/a widow.
- * (b) That I married and have only one spouse living.
- * (c) That I am married and have more than one spouse living.
Application for grant of exemption is enclosed.
- * (d) That I am married and that during the life time of my spouse, I have contracted another marriage. Application for grant of exemption is enclosed.
- * (e) That I am married and my husband has no other living wife to the best of my knowledge.
- * (f) That I have contracted a marriage with a person who has already one wife or more living. Application for grant of exemption is enclosed.

2. **I solemnly affirm that the above declaration is true and I understand that in the event of the declaration being found to be incorrect after my appointment, I shall be liable to be dismissed from service.

Date.....

Signature.....

*Delete clauses not applicable.

**Applicable to the case of clauses (a), (b) and (c) only.

— —

Annexure IV

(To be taken before the Chairman/Principal of the
Vidyalaya)

I.....solemnly affirm that I will be faithful and bear true allegiance to India and to the Constitution of India as by law established and that I will carry the duties of my office loyally, honestly and with impartiality.

(So help me God)

Signature.....

Date.....

Designation.....

— — —

Character Certificate

Certified that I have Known Shri/Smt./Kumari.....
 son/daughter of.....for the last.....
 years.....andmonths and that to the
 best of my knowledge and belief, he/she bears good character and has no antecedents which
 render him/her unsuitable for employment in the Kendriya Vidyalaya Sangathan.

Shri/Smt./Kumari.....is not related to me.

Place.....

Date.....

Signature.....

Designation.....

Acceptance of offer of appointment

I,.....hereby accept the
 Offer of appointment to the post of.....in Kendriya
 Vidyalaya,.....made in your letter No.....
 dated.....
 and also the terms and conditions mentioned therein. I agree to join duty at the place and
 on the date indicated therein.

Dated :

Signature.....

(Name in Block letters)

.....

Discharge Certificate
Ministry/Department/Office

No..... (Place).....Date.....

Shri/Smt./Kuma ri.....has/had been working as
in the Ministry/Department/Office of.....
from..... to He/She was
 drawing Rs.....as pay with/without allowance
 and his/her services have been or are likely to be terminated with effect from.....
on account of reduction in establishment. His/her work and conduct was satisfact-
 ory.

He/She was employed through the Union Public Service Commission through the
 Employment Exchange...../from the open market after obtaining a non-
 availability certificate from the Employment Exchange/with the prior approval of the Ministry
 of Home Affairs/direct without reference to the Employment Exchange or to the Ministry of
 Home Affairs.

Signature

(Designation of Officer and office seal)

KENDRIYA VIDYALAYA SANGATHAN

Name of Employment Exchange where registered _____	Indian Postal Order attached Value _____ No. _____
Registration No. _____	Date _____ Date of issue _____

N.B. Before filling the application form, read carefully the instructions at the end.

APPLICATION FORM

POST APPLIED FOR _____

1. Name of the Candidate in block letters
2. Father's/Husband's Name
3. Address in full :
 - (a) Present
(Change, if any, to be notified)
 - (b) Permanent
4. Nationality
5. Whether Scheduled Caste/Tribe
(If yes, please attach a certificate from the Distt. Magistrate of the area) Yes/No
6. Date of birth (in Christian era)
7. Whether Government servant or not Yes/No
8. Whether married or single Yes/No
9. Mother Tongue
10. (a) Are you able to teach through English ? Yes/No
(b) Are you able to teach through Hindi ? Yes/No
(c) Are you able to understand Hindi ? Yes/No
11. *Are you prepared to be posted anywhere in India ? Yes/No
12. If employed have you applied through proper channel ? Yes/No
13. (a) Have you ever been convicted by Court of Law ? If so, give details.
(b) Have you ever been dismissed/removed from service/prematurely retired as a disciplinary measure by any of your employers ?
14. Have you been interviewed before for any post in the Sangathan ? If so, give details.

*Applicable for the post of Principal and P.G.T. only.

15. Give particulars of all the examinations passed and degrees/diplomas/certificates obtained at the University or other places of higher/ professional/technical education (commencing with the Matriculation or equivalent examination)

ACADEMIC

Examinations	Class/ Division	Percentage of Marks	Subjects offered	Medium of Examination (Whether Eng- lish/Hindi/ Regional Language)	Year	Board/ Univer- sity
(a) Matriculation/High School/Higher Secondary						
(b) Inter/P U.C./Prep.						
(c) B.A./B. Sc./B. Com.						
(d) M.A./M.Sc./M. Litt.						
(e)						
(f)						

PROFESSIONAL
Division/percentage of marks

Examinations	Theory	Practice
(a) Basic		
(b) B.T./L.T./B.Ed.		
(i) Through shortened course.		
(ii) Through regular one year's course.		
(iii) Through correspondence course		
(c) M.Ed.		
(d) Other		

16. Teaching experience (particulars to be given in chronological order)

Name of Institution (indicate whether it is recognised)	Post held	Period of service (give month and year)		Classes and Subjects taught	Scale of pay & actual pay drawn
		From	To		

17. Administrative Experience (For Principal's post only)

Name of Institution, Organization, Department.	Post held	Period of service (give month and year)		Scale of pay & actual pay drawn	Remarks
		From	To		

18. Outstanding attainment in co-curricular activities e.g. games, athletics, dramatics, music, etc.
19. Mention additional qualification/training/experience which you may like to be considered.
20. Particulars of the present appointment :
 - (a) Particulars of the present appointment :
 - (b) Scale of Pay :
 - (c) Present emoluments : Pay-----D.A.-----
Compensatory Allowance-----H.R.A.-----
21. Give particulars of seminars, in-service courses, educational conferences, symposia, games and sports rallies, cultural & literary meets conducted/organized by you (for Principals only)
22. Particulars of any books written or articles contributed to standard journals.
23. Name & address of three references, of which one must be your present employer :—
 - (a)
 - (b)
 - (c)
24. Are you prepared to join immediately, if selected? If not, how much notice do you require?
25. Are you willing to accept the minimum initial pay offered? If not, what is the lowest initial pay you would accept, with reasons therefor.
26. I solemnly declare that the statements made by me are correct to the best of my knowledge and belief.
I also clearly understand that, in the event of my appointment in the Sangathan, my services are liable to be terminated without notice if the information regarding my age, qualifications, disabilities due to conviction in Court, dismissal, removal or compulsory retirement from service by previous employer, etc., if any, is found to be wrong or suppressed.

Date-----

Station-----

Signature

(TO BE FILLED BY THE PRESENT EMPLOYER)* 17

27. No.-----

*Applicable in the case of Govt. servants or employees of Semi-Govt. or autonomous bodies.

Certified that Shri/Smt/Kumari-----
has been employed in-----
from-----to-----as-----
in the scale of Rs.-----and that the details of service furnished
in columns 16 and 17 are correct.

28. If the applicant is a Government Servant/or an employee of Semi-Govt /Autonomous Body/Public Undertaking, please certify that he/she has been medically examined and found fit, and that his/her character and antecedents have been verified and reported to be satisfactory.

Signature-----

Designation-----

INSTRUCTIONS TO CANDIDATES

1. Four copies of application should be made on the prescribed form, written legibly or typed, tagged together carefully, and presented at/posted to the nearest Employment Exchange or where the applicant is registered. Candidates employed in Govt./Semi-Govt. Autonomous bodies/Public undertakings may send their applications through their present employers direct Advance copies may be accepted provided original application through proper channel, is received by the time of interview.
2. Separate application should be made for different posts.
3. Applications should be accompanied with Crossed Postal Order of Rs. 5/- (Rs. 2/- in the case of Scheduled Caste/Scheduled Tribe applicant), payable to *The Kendriya Vidyalaya Sangathan, New Delhi*. No other mode of payment will be accepted.
4. Copies should be marked first copy, second copy, third copy and fourth copy. Photograph may be affixed on the first copy only.
5. Candidates should give the full address and the name of the post applied for on the enclosed card (one copy only) for communication of the result of the interview.
6. Calls for interview will be sent to the address given against Sl. No. 3(a). Candidates should ensure that letters are re-directed to them if they are not at the station.
7. Candidates should furnish in quadruplicate the enclosed "summary of particulars"
8. Permanent employees of the Govt./Semi-Govt./Autonomous Bodies/Public Undertakings can be taken on limited deputation, i.e., they can hold lien in their parent departments for maximum period of two years and draw salary in the scale of the post applied for provided that the net benefit in foreign service does not exceed the limits specified by Govt. from time to time. In accordance with the present orders, the limits are as follows :

(a) For employees in receipt of basic pay above Rs 750/-	25% of basic pay or Rs. 225/- whichever is more.
(b) For employees in receipt of basic pay above Rs. 300/- upto Rs. 750/-	30% of basic pay or Rs. 100/- whichever is more.
(c) For employees in receipt of basic pay of and below Rs. 300/-	33½% of basic pay.

KENDRIYA VIDYALAYA SANGATHAN
(CENTRAL SCHOOLS ORGANISATION)

Nehru House, 4th Floor, 4, Bahadur Shah Zafar Marg.

New Delhi.

No.....

Dated.....

Subject : POST OF.....

Sir/Madam,

With reference to your application for the post of... it is hereby informed that :

You have not been selected for being called for interview for the post applied for.

You have not been selected for appointment to the post applied for.

Yours faithfully
Section Officer

POST CARD

To,

Shri/Smt./Kumari.....

.....

.....

.....

Service Record and Posting History (Teachers).

1. Name of the teacher with grade
(P.G.T., T.G.T., etc.)
2. Educational Qualifications
(including the subjects and Divisions from Matric onwards):

Subject	Division	Aggregate	Marks obtained.
(i) Matric/Hr. Sec.			
(ii) B.A.			
(iii) M.A.			
(iv) Ph. D.			
(v) B. Ed.			
(vi) M. Ed.			
(vii) Others,			
If any.			
3. Date of Birth.
4. Date of appointment in the Kendriya Vidyalaya Sangathan with grades in which appointed.
5. Whether husband/wife employed.
If so give the designation, place of posting and whether transferable, libel stations of posting.
6. Whether confirmed or temporary.
7. Date of confirmation.
8. Home Town and State.
9. Full Home Address.
10. Name of the Kendriya Vidyalaya/Kendriya Vidyalayas where worked previously as P.G.T./T.G.T./Primary Teacher/others with date and dates.

Name of the Kendriya Vidyalaya

Worked
From

- (a)
- (b)
- (c)
- (d)

11. Date of appointment in the present Kendriya Vidyalaya.
12. Brief history of past service in recognised Institutes.
 - (i) Name of the School/College.
 - (ii) From.....to.....
 - (iii) From.....to.....
 - (iv) Post held.....

13. Inservice courses attended with details regarding venue, subject, dates. Subject and authorities conducting the course.

Certified that the above information is true to the best of knowledge.

Signature of the Teacher.

Counter signature

**Principal
Kendriya Vidyalaya.**

Proforma for Determination of Staff Strength

Name of the Kendriya Vidyalaya
(In capital letters)

- Note :—**(1) Please state clearly if the Vidyalaya is functioning in single shift or double shift.
(2) If Primary Deptt. is located separately at some distance from the main school building.

PRIMARY DEPARTMENT

Class	No of sections sanctioned during the current academic year, 19.....	Consequential No. of sections during the next year.....	No. of additional Section needed
I			
II			
III			
IV			
V			

Total	Total

Total No. of teaching periods :—

- (a) Single shift school :— No. of sections x 48
(b) Double shift school :— No. of sections x 42

Total No. of Primary Teachers required :— Total No. of teaching periods 36.....
(This also includes Music Teacher)

Primary Teachers sanctioned during the current academic year, 19 **No. of posts of Primary Teachers required during the next year, 19**

MIDDLE DEPARTMENT

Class	Sections sanctioned during the current academic year, 19.....	Consequential increase during the next year, 19.....	No. of additional Section needed
VI
VII
VIII

Total :

Total No. of teaching periods :—

- (a) Single shift schools :—No. of sections x 56
(b) Double shift schools :— No. of sections x 50

HIGHER SECONDARY DEPARTMENT

Class	No. of sections	Periods
IX		
X		
XI		

Total	Total

Grand Total of periods :

1. Middle Deptt. :— _____
 2. Hr. Sec. Deptt. :— _____
 Grand Total :— _____

(Total calculations and total periods must tally with total periods worked out as per Appendix III)

Signatures of the Principal

Recommendation of the Assistant Commissioner

Category	No.	Periods allotted	Remarks
1. Principal.			
2. Vice-Principal.			
3. Post Graduate Teachers :—			
Hindi			
English			
Sanskrit			
History			
Geography			
Economics			
Mathematics			
Physics			
Chemistry			
Biology			
4. Trained Graduate Teachers :—			
Science (Maths. & Biology)			
Humanities			
5. Home Science Teachers :—			
Grade I			
Grade II			
6. Craft Teachers :—			
Elec. Gadgets.			
S.N. & E. Works			
7. Drawing Teacher			
8. Librarian :—			
9. Primary Teachers :—			
10. Music Teachers :—			
11. P.E.T.			
12. Any other category			
Total :—			

Note : P.E.Ts will be sanctioned according to actual periods allotted to them and, not on the basis of enrolment of Vidyalaya.

Signatures.....
 Asstt. Commissioner

Enrolment position as on-----.

Class	Sections	Total enrolment
I		
II		
III		
IV		
V		
VI		
VII		
VIII		
IX		
X		
XI		
<hr/>		
Total		
<hr/>		

Signature of Principal

Allocation of periods teacher-wise indicating subject, class and periods assigned.

Category of Teacher	Total	
1. Principal		
2. Vice-Principal		
3. Post Graduate Teachers		
1. For example :— PGT (English) :—	Eng. Comp. X IX IX 9 8 7	Eng. Litt. etc. X IX 7 6 37
2.		
3.		
4.		
5.		
etc.		
4. Trained Graduate Teachers :—		
Science :—		
1.		
2.		
etc.		
5. Humanities		
1.		
2.		
etc.		
6. Craft Teachers :		
Elec. Gadgets		
S.N. & E. works		
7. Home Science Teachers :—		
Grade I		
Grade II		
8. Drawing Teacher		
9. P.E.T.		
10. Librarian		
11. Primary Teacher		
12. Music Teacher		
13. Any other category		

Sub, National Systems Unit,
National Institute of Educational
Planning & Administration
17-B, Sri Aurobindo Marg, New Delhi-110016
DOC. No. 2766
Date 18/11/88

.....
Total

Signature of Principal

Geography

Economics

Physics

Chemistry

Biology

Mathematics (Advanced)

Ele. of Home Science and
Home decoration

House hold management and
human relationship

Textile, clothing and laundry

Food Nutrition & Cookery

Home Nursing Child development
and mother craft

English language & Literature

Hindi Language & Litt.

Sanskrit Language

Drawing & Painting

PT & Games

Library


C. C. A.

Total :

Signature of [the] Principal

Staff sanctioned during the Current Academic year, 19.....

No of posts

Sanctioned	Filled in on regular basis	Filled on adhoc basis (To continue upto to pto 30th April).
<p>Sub. National Systems Unit, National Institute of Educational Planning and Administration 17-B, SriAurobindo Marg, New Delhi-110016 DOC. No... <u>2766</u>..... Date... <u>18/11/8</u>.....</p> <p style="text-align: center;">NIEPA DC  D02766</p>		