



केन्द्रीय विद्यालय संगठन

F.11029-16/2013-KVSHQ (Admn.-I)

The Deputy Commissioner
Kendriya Vidyalaya Sangathan
All Regional Offices

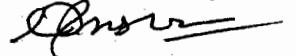
**SUB: Implementation of "Note Sheet System" in all Kendriya Vidyalayas-
reg.**

Sir/Madam,

In pursuance of the decision taken in the JCM meeting held on 21.02.2013 on the given subject, I am directed to state that Kendriya Vidyalaya Sangathan is an Autonomous Body under Ministry of HRD, fully funded by Govt. of India. The provisions of noting and drafting as applicable in secretarial system is extendable to all establishments of KVS. Thus, the noting and drafting system be followed in all establishments of KVS i.e. KVS, HQrs./Regional Offices/ZIETs and Kendriya Vidyalayas .

This may be circulated among all Kendriya Vidyalayas put under your administrative jurisdiction for implementation.

Yours faithfully,


(Dr. E. Prabhakar)

Joint Commissioner (Pers.)

Copy to:-

1. The PS to Commissioner, KVS.
2. The PS to Additional Commissioner (Admn.)/(Acad.).
3. All Officers/Sections, KVS Hqrs.
4. The Director, ZIETs at Gwalior/Mumbai/Mysore/Chandigarh/Bhubaneshwar
5. The Assistant Commissioner (EDP) with the request to upload the circular on KVS website.
6. The Secretary/ President recognized Staff Association, KVS.
7. The Principal, K.V. Moscow/Kathmandu/Tehran.


Joint Commissioner (Pers.)