



केन्द्रीय विद्यालय संगठन

KENDRIYA VIDYALAYA SANGATHAN

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By email - only

dated 16.09.2015

F-11021-1/2014/Admn-II

**Subject: Minutes of the Annual Deputy Commissioner' Conference held from
1st July to 3rd July, 2015.**

A copy of the minutes of the Annual Deputy Commissioners' Conference held from 1st July to 3rd July, 2015 duly approved by the Commissioner is uploaded on the KVS website.

Action Taken Report on the various decisions/ recommendations made in the Conference may be sent as under:

1. Academic matters-Joint Commissioner (Acad./ Trg.)
2. Administrative matters- Joint Commissioner (Pers./Admn.)
3. Finance matters- Joint Commissioner (Fin.)
4. Works matter- Superintending Engineer.

(Dr. E. Prabhakar)

Joint Commissioner (Pers.)

Encl: As above

Distribution:

1. P. S. to Commissioner, KVS.
2. P. S. to Additional Commissioner (Admn.), KVS.
3. P. S. to Additional Commissioner (Acad.), KVS.
4. The Deputy Commissioner, KVS, All Regional Offices.
5. The Director, ZIET, Mumbai, Gwalior, Mysore, Bhubaneswar & Chandigarh.
6. The Divisional Heads of KVS (HQ) are requested to monitor the progress and compilation of the Action Taken Report received from the Regional Offices for review by Commissioner, KVS.
7. All Branch Officers of KVS (HQ) for information and necessary action.
8. Deputy Commissioner (EDP) for uploading on the KVS Website under Administration.

**MINUTES
OF
THE FOURTH ANNUAL
DEPUTY COMMISSIONERS'
CONFERENCE
OF
KENDRIYA VIDYALAYA SANGATHAN
HELD FROM 1ST JULY TO 3RD JULY, 2015**

**VENUE:
INDIA HABITAT CENTRE
LODHI ROAD,
NEW DELHI.**

INDEX

S.N.	ITEM	PAGE (s)
1.	Inauguration Report	1-2
2.	Academics	3-7
3.	Administration	8-13
4.	Finance	14-17
5.	Works	18-23
6.	Vigilance	24-24
7.	Brain Storming Session	25-26

INAUGURAL REPORT

The Addl. Commissioner (Admn.), KVS Welcomed Mrs. Rina Ray, Addl. Secretary (SE&L) and Vice Chairperson KVS, Commissioner KVS, Addl. Commissioner (Acad.), Dy.Commissioners and the Officers from KVS (HQ) to the Inaugural Session of the Deputy Commissioners' Conference - 2015.

Sh. Santosh Kumar Mall, Commissioner KVS in his address stressed the need for improving the language skills he said we need to make our students to speak and speak more as communication has become important. Life is all about proper communication and students should be encouraged to do that. He further stated that the training programme of KVS needs to be strengthened in this regard and expressed his desire to devise ways and means to make the training programme effective and successful. Needless to mention that training requires a clear agenda of material to be covered as well as achievement targets.

Mrs. Rina Ray, Addl Secretary (SE&L) and Vice Chairperson KVS and Chief Guest of the occasion said that the "Big Test" of students is not to pass the Board Examinations, but to prepare them for the future. Every School should be able to identify every individual's strength with a focus on conceptual learning than contextual learning. Our focus should be development of skills, because this is what will help in the overall development of students.

The Curriculum of the schools studies should actually go beyond CBSE learning. It is always about gaining knowledge not just mugging up books. The purpose is mindset should be broadened.

Every teacher in a School should be a counselor as well. He or she should be able to cater and resolve the developmental issues which persist in school life of every student.

Quality Education can never prosper until the country will have quality teachers. We need to ensure that internet availability should be there in all schools. She underlines that technology cannot replace good teachers and ideas. Technology is insufficient in itself. Teachers must stimulate young minds and give the impetus for learning.

The other areas in which KVS need to focus upon are Recruitment of Principals / Teachers as there is acute shortage. Eligible employees must be promoted and this should be on top most priority. Grievance Redressal mechanism should be made effective. Infrastructure development including sports facilities and massive focus on extra-curricular activities should be on the top priority.

As regards to improve language skills she suggested children should speak one minute extempore every day as children have limited vocabulary. Needless to say that to have command over the English language is a wonderful thing but we seem to be losing it due to shortcuts used in communication through SMS and other means. Finally the benefit of schools based sports was stressed upon with the direction to implement it in all Kendriya Vidyalayas.

Addl. Commissioner (Acad.) proposed vote of thanks to all the dignitaries and participants.

After the inaugural session, the Agenda items were taken up for consideration / deliberation.

ACADEMICS

1. Review of major decisions taken during Deputy Commissioner's Conference 2014

Promotion of Science Education:

- All the schools should continue encouraging students to participate in the Junior Science Olympiad this year also.
- All the schools should subscribe to membership with Homi J. Bhabha Centre for Science Education and get an access to their useful journals and books.
- KVS(HQ) would prepare a data bank of reputed Institutes and individuals who would conduct training for Science teachers of KVS.
- It was reiterated that Science teaching should have a strong component of demonstrations and experiments.
- The equipment being supplied to schools under the project of modernization of Science labs must be judiciously and effectively used in all the schools.
- All the five ZIETs should also upgrade their existing laboratories.

Language Development Programs:

- Schools should explore the possibility of creating language labs by using the existing computer labs wherever possible or by establishing a new exclusive language lab.
- It has been decided that Director, ZIET, Mysore would get the spoken English Program material prepared for dissemination to Kendriya Vidyalayas.
- The services of language committees in schools should be utilized for honing the communication skills of other teachers especially the Primary teachers as per need. All the Deputy Commissioners should send necessary instructions to their schools in this regard.
- It has been decided to conduct short training programmes exclusively for enhancing communication skills of Principals. Director, ZIET Mumbai would plan for these programmes for the session 2015-16.
- The programme of Action for "Using Computer labs for training Primary teachers in English language skills" would be developed by the following Committee.
 - Mrs. Lakshmi Chari, DC Bhubaneshwar.
 - Mr Murali, DC Kolkata
 - Mr Ajay Pant, DC Tinsukhia
 - Mr Mani, DC Gurgaon

Introduction of PSA in classes VI-VIII

- It was decided to continue with PSA and OTBA for classes VI to VIII this year also in the same manner as done in the last session.

Implementation of EQUIP and CMP:

- Implementation of EQUIP in the right earnest was stressed.
- Programme prepared by RO Ernakulam would be shared with other regions at the earliest.
- In case of fund crunch, KVs can approach the respective Regional Offices for the needful.
- ZIETs should endeavor to bring out a quarterly magazine with activities taken up under CMP and EQUIP programmes in the feeder regions.

2. Measures to be taken up for further improvement in academics:

Board Result:

- Every region should fix an achievable target for the Board result for the session 2015-16 (higher than that achieved in the session 2014-15) and also fix a target for each of the schools under their jurisdiction.
- All the Regions should prepare a workable strategy for their schools for achieving the set target.
- Need based training to be organized by the regions for improving the result in subjects such as Mathematics, Economics, Accountancy, Business studies.

Review of CCE in Kendriya Vidyalayas:

- KVS(HQ) would review the existing CCE pattern being followed in Classes I to VIII with a view to strengthen it.

Nurturing and grooming the talents of KV students:

- KVS (HQ) would issue a circular for regional level program in this respect.

Best Practices in Regions:

- All the Regional Offices would send a write up on some good practices developed by them and implemented with success, to KVS (HQ).
- KVS(HQ) would come up with a compilation in the form of a periodical.
- This would be a continuous activity.

Active involvement of Alumni of KVS:

- All the schools should constitute their Alumni Associations if not done earlier.
- The illustrious alumni from the schools must be involved in interacting with the students and enriching them.

3. Review of ongoing projects in Kendriya Vidyalayas:

A) E CTLT:

- It was decided to discontinue the E CTLT programme from this session since the component is available in the Shaladarpan project.

B) CPPDPT:

- All the Deputy Commissioners should send a comprehensive report on the CPPDPT project.
- Future course of action would be decided at KVS (HQ) subsequently.

C) Impact of Training Programmes

- Training should be conducted in a professional and need based model
- Training by reputed foreign Institutes also shall be explored by Director, ZIET Mumbai by end of August.
- Training Contents (if need, the training calendar) to be revised and more content based training be done in Economics, Maths and Commerce.

D) CCE on line training by ETMA

- The feedback from 5 regions regarding the ETMA training was very good.

4. Planning of National events/work for the session 2015-16:

Supervision of schools:

- All the Deputy Commissioners should visit all the school at least once every year and also conduct panel inspection in some schools.
- The inspection format shall be reviewed by KVS (HQ) and communicated to regions.

National Science Exhibition:

- It has been decided that Hyderabad region would host the National event.

National Integration Camp:

- It has been decided that the national level camp would be hosted by Chandigarh region.

National Children Science Congress:

- It has been decided that Mumbai region would host the National event.

Study material:

- It has been decided to continue preparation, printing and distribution of study material this year also for classes X and XII. A nominal charge of Rs 10/- per booklet can be charged on each child.

Standard Operating Procedure (SOP):

- The stipulated guidelines have to be followed scrupulously by all the schools.
- The compliance report should be submitted by the Regional Offices latest by end of August 2015.

Proposal to declare school result (non Board Classes) before 25 March of the session:

- It has been decided that all the Kendriya Vidyalayas would declare the result of the school level examinations i.e., Classes I to IX and XI on 25th March hereafter.

Yoga education :

- Syllabus prescribed by NCERT should be followed by all the schools
- Creating awareness among the students about the benefits of Yoga should be given priority.

Provision of Basic amenities in schools:

- All the schools should ensure provision of the basic amenities.
- A report to this effect is to be submitted to KVS (HQ) within the prescribed time limit.

Staff sanction proposals:

- All the schools must be instructed to make a one time and accurate forecast of the requirement for the next session and submit it to the Regional Offices. Frequent changes in the proposals throughout the session should be avoided.
- Deputy Commissioners should examine the proposals personally and forward the proposals to KVS (HQ) for necessary action.

Sports Control Board

Minutes of meeting held on 2nd July, 2015 has already been circulated vide letter No.F.110335/01/2015-KVS(Sports)/DCC/NSCB dated 22.07.2015

Bharat Scout & Guide Board Meeting

Minutes of the Annual meeting of KVS State Council of BS&G-2015 has already been circulated vide letter No. F. 110353/11/2015-KVS (Acad)/ BS&G dated 28.07.2015.

ADMINISTRATION

1. **Establishment of 54 new Kendriya Vidyalayas** :-Dy. Commissioners were informed that 54 Kendriya Vidyalayas sanctioned by Govt. of India and circulated vide KVS letter dated 04.03.2014, out of which 27 KVs have been made functional and in 14 locations the required extent of land has been identified by the sponsoring authorities and after verifying the suitability, the land has been accepted by KVS. In these 14 KVs as well as remaining 13 KVs, the Dy. Commissioners should make efforts to get the land transferred in the name of KV by the end of August and forward the documents to Supdt. Engineer, KVS so that necessary orders for making these KVs functional can be issued by KVS.

2. **Examination of proposal for opening of new Kendriya Vidyalayas**:- It was reiterated that the proposal for opening of new Kendriya Vidyalaya should be signed and stamped by the sponsoring authorities viz. Distt. Collector in Civil Sector KVs. While forwarding the proposal, the following points need to be kept in mind:-

- (i) Proposal should be routed through the Regional Office, in original copies.
- (ii) The location proposed such as rural/urban/Hilly/Metro should be mentioned.
- (iii) While submitting the suitability report, the Dy. Commissioner along with other members of the Committee should visit the site personally.

3. **Redressal of grievances**

One separate link on CPGRAMs Portal for disposal of grievances which were received as hard copies in KVS(HQ), was introduced. The operation of this link was explained and demonstrated in the Conference. Detailed instructions and operating procedure are being sent separately.

The grievances received on this link can be identified with prefix of KVSDL. All Dy. Commissioners were requested to dispose such grievances expeditiously and inform "the concerned through email (if ID available) or through a hard copy. A copy of this reply also should be endorsed to JC(Pers.), KVS(HQ) and sent the same only through email.

All Dy. Commissioners are directed to dispose the grievances received on CPGRAMs within 10 days of the receipt.

4. Regular conduct of RJCM

It was reiterated that R JCM are required to be conducted by every Region as per the codal provisions. The Dy.Commissioners, KVS, RO, Gurgaon, Kolkata, Delhi, Tinsukia, Hyderabad and Guwhati have not conducted in one R JCM during 2014-15. This was viewed seriously by Commissioner, as the members of Service Association (AIKVTA, KVPSS, KEVINTSA) keep complaining on this account. Dy.Commissioners of these Regional Offices to held RJCM by 31.08.2015 & report compliance.

The subjects/agenda to be discussed in R JCM should be limited to matters which are within the competence of the Dy. Commissioners. Also matters relating to individual should not be discussed.

5. Kendriya Vidyalayas functioning in rented building

It was informed that only one Kendriya Vidyalaya i.e. KV Jetpur, Ahmedabad Region is functioning in temporary building for which rent is paid by KVS, as a special case. All Dy.Commissioners were requested to confirm whether any other Kendriya Vidyalaya under their jurisdiction is functioning in temporary building for which rent is paid by KVS. No new KV was informed.

6. Annual Performance Appraisal Reports

- (i) It was clarified to all the Dy.Commissioners that the APARs of the Officers working in RO have to be sent to Joint Commissioner(Pers.). In no case, APARs should be forwarded by them directly to reporting/reviewing Officers in KVS(HQ).
- (ii) Cases of volumantary retirement/death/resignation may be reported to JC(Pers.) so that APARs pertaining to such officials can be weeded out after ensuring the retention schedule.
- (iii) In cases of promotion of Principals -Grade I & II there previous ACR dossiers may be sent to Joint Commissioner(Pers.)

7. Constitution of Vidylaaya Management Committee

In no case, proposal for constitution of VMC be kept pending by ROs and if any such proposals are pending, they must send such proposals before 10th of August, 2015.

8. Conversion of staff quarters of Type-I and Type-II

There are 765 staff quarters vacant in various Kendriya Vidyalayas. They are Type-I- 346, Type-II-220, Type-III-63, Type-IV-84, Type-V-52. It was desired that the staff quarters may be allotted to eligible staff of Kendriya Vidyalayas as per the KVS Allotment Rules.

In case of surplus accommodation, the Dy. Commissioner shall make all efforts to allot the quarters as per rules including allotment to employees of other Central Govt. Offices at that station. But in such cases, the request should be routed through the Department concerned only to ensure concurrence of the concerned department in case of any default by the outside employee.

9. Points raised by Dy.Commissioners for sanction of the post of Section Officer

Dy.Commissioners raised the issue for sanction of the post of Section Officer in Regional Offices as the post of Supdt. who were supervising the section in Regional offices have been merged with Asstt. and it is becoming difficult for them to extract work in the absence of sectional head.

In this connection, it was clarified that the situation has arisen because of merger of 79 posts of Supdts. with the posts of Asstts. The Commissioner, KVS directed to take necessary action to revive the proposal of creation of 79 posts of Section Officers in place of erstwhile Supdts., pending in MHRD on priority basis.

10. House Building Advance (HBA)

It was informed to the Dy.Commissioners that annual statement of HBA for the year 2013-14 was forwarded vide letter dated 09.01.2015. All the Dy.Commissioners, Directors, ZIET and the Principals, being DDOs shall ensure the regular recovery of outstanding dues of HBA so that the Principal amount and interest portion of HBA is recovered before retirement of loanee.

11. Disposal of Court Cases

- I) it was decided to file a separate application before the Hon'ble Court for deletion of the name of Chairman, KVS/Secretary, SE&L from the list of respondents, wherever, Chairman, KVS/Secretary, SE&L is made respondent by KVS employees in court cases.

- II) Commissioner, KVS emphasized that presently 854 court cases including 22 contempt cases are pending in various CATs and Courts which is not a healthy scenario. He directed that Dy. Commissioners will ensure to reduce the number of court cases by disposing the grievances of employees expeditiously and by conducting meetings with the Officers/RJCM regularly.
- III) The Dy. Commissioners will take a review of all cases where personal claims/ allowances are the ground for litigation and make appropriate proposals, if any, to KVS.
- IV) There are 360 cases listed under miscellaneous category. These miscellaneous category cases may be reviewed by Dy. Commissioners and reclassify them under separate heads or club with relevant head in the proforma being used for sending monthly report to KVS(HQ), so that exact nature/cause of litigation of these cases may also be known & appropriate action may be initiated at RO/KVS/HQ level with a view to reduce such cases.

12. केंद्रीय विद्यालय संगठन में राजभाषा नीति का अनुपालन

उपायुक्तों के सम्मेलन में राजभाषा नीति के संबंध में विस्तार से चर्चा की गई और राजभाषा विभाग द्वारा जारी वार्षिक कार्यक्रम (2015-16) में निर्धारित लक्ष्यों को प्राप्त करने के लिए विशेष बल दिया गया और उनका अनुपालन करने हेतु निदेशित किया गया तथा संसदीय राजभाषा समिति द्वारा किए जाने वाले निरीक्षणों के संबंध में गहन विचार-विमर्श भी किया गया तथा आयुक्त महोदय द्वारा यह निदेशित किया गया कि क्षेत्रीय कार्यालयों/केंद्रीय विद्यालयों के किसी भी प्रकार के निरीक्षण में अधिकारियों द्वारा राजभाषा संबंधी जानकारी भी नवनिर्मित प्रपत्र में भरवाएं व अपनी टिप्पणी भी अवश्य दें और विभिन्न बिंदुओं पर चर्चा की गई जिसकी जानकारी अलग से दिनांक 20.07.2015 तक भिजवा दी जाएगी ।

13. PERSONAL MATTERS OF EMPLOYEES

1. Pay fixation of Principals

It has been directed to forward the proposal of pay fixation of principals by ROs soon after they join with complete details regarding mode of recruitment/penalty, if any imposed/previous pay scale with stage of pay drawn & date of joining etc. to Estt. I Section, KVS(HQ)

2. Maintenance of service records of Assistant Commissioner and Admn. Officer

Heither-to Service Book of Asstt.Commissioners & Administrative Officers are maintained in KVS(HQ). In order to delegate certain powers and to maintain the Service Book of Asstt.Commissioners & Administrative Officers at RO level, the following committee has been constituted to examine the issues and submit report:-

- | | |
|--------------------|------------------|
| 1. JC(Pers.) | Chairman |
| 2. DC,RO, Delhi | Member |
| 3. DC, RO, Gurgaon | Member |
| 4. AC(Vig.&Estt.I) | Member Secretary |

3) Medical re-imbusement claim for the treatment taken on emergency in private hospital/institutions

The cases referred to KVS(HQ) for medical re-imburements are delayed due to lack of required information in the proposal. The medical re-imburement claim should be preferred only in prescribed format/check list. The bill may be pre-audited at RO/ZIET level and recommended by the Deputy Commissioner. This will facilitate for early settlement of medical claim.

4) Exemption of in-service course for grant of Sr./Selection Scale

Cases are received from various regional offices for exemption of in-service course for grant of Sr./Selection Scale in respect of teachers without specifying the reasons for not attending the course. The reasons as to why the teacher could not attend the course should be mentioned with specific recommendation of the Deputy Commissioner for considering the case.

5) Counting of past services rendered before joining KVS

The request/proposals regarding counting of past services rendered in other departments should be sent in the prescribed proforma meant for, alongwith check list. Only such cases should be forwarded by the Deputy Commissioner if covered under the instructions issued by Govt. of India from time to time and also in the light of circular dated 22.02.2006 & 21.03.2006.

6) Pro-rata pension cases should be assessed as per Govt. of India Rules and as per check list

Pro-rata pension cases should be assessed as per Govt. of India Rules and as per check list meant for the purpose.

7) Grant of lien

Cases for grant of lien may be forwarded to Headquarters with all supporting papers like copy of appointment letter of borrowing department mentioning terms and conditions of the appointment with necessary undertaking, vigilance clearance certificate and recommendation of the concerned Deputy Commissioner.

8) Fixation of pay

Cases of fixation of pay of teaching and non-teaching staff should invariably be examined at regional office level with extant rule provisions and in case of any doubt/anomaly, cases may be forwarded to Joint Commissioner (Finance), KVS for clarification/removal of anomaly.

9) Vacancy position by fifth of every month

Posting of teachers entirely depends on vacancy position in particular KV/station. Therefore, vacancy position may be updated every time and be sent invariably by the Fifth of the next month.

**10) Submission of information in the prescribed proforma only -
Compassionate appointments**

Application of appointment on compassionate grounds to spouse/ward of deceased employee should be forwarded only in the prescribed proforma provided in Appendix IV of Education Code for KVS, duly filled in each column and recommended by the Deputy Commissioner.

FINANCE

1. Details of outstanding Internal Audit Paras:

- ❖ Total number of Internal Audit Paras remain outstanding on 30.06.2015 was informed in the conference as 5307.
- ❖ In the following Regions the number of Paras due for settlement is more than 200 as on 30.06.2015.
 1. Ahmedabad -501
 2. Bhubaneswar -237
 3. Dehradun -242
 4. Guwahati -219
 5. Jaipur -322
 6. Jammu -283
 7. Lucknow -329
 8. Patna -278
 9. Agra -397
 10. Ranchi -450
 11. Tinsukia -213
 12. Varanasi -241

Immediate steps should be taken to reduce the number at any cost and the fact reported to KVS HQ by 20.08.2015.

- ❖ Issue instructions to the Principals of the Region to get all minor points/paras settled on the spot during the audit and also to effect recovery of over payment wherever pointed out in the audit report without any laxity.
- ❖ In the event of transfer of staff from one region to another region, the Principals should inform to the concerned Deputy Commissioner of the Region from where the employee was transferred to take up the matter with the Deputy Commissioner of the other Region.

2. Details of outstanding AG Audit Paras:

- ❖ About 3800 Paras require settlement as on 30.06.2015 of which four RO's have outstanding Paras beyond 200 numbers.
 - (1) Bhubaneswar-280
 - (2) Delhi-513,
 - (3) Jammu-378
 - (4) Tinsukia-306
- ❖ Deputy Commissioner of all RO's should write to state AG concerned and invite the officials for Audit Adalat to a mutually agreed place & dates for settlement of the Audit Paras.

3. Details of amount recoverable from project authorities as on 31.03.2015:

- ❖ Amount recoverable from the project authorities rose to Rs. 55.14 crore on 31.03.2015 as against the figure of Rs. 7.70 crore on 31.03.2009
- ❖ Rs. 4.47 crore released to few Project Vidyalayas out of Govt Grants on loan basis during 2014-15 to pay salary to staff.
- ❖ Deputy Commissioner of the Region should meet the Project Heads personally and apprise them the necessity for timely release of funds to project Vidyalayas. KV wise report may be submitted in this regard to KVS HQ about the progress on or before 10th September 2015.

4. Details of Sports Control Board Account:

- ❖ As on 31.03.2015 Rs.77 crore was lying as bank balance in the Sports Control Board Account.
- ❖ Advances paid earlier out of NSCB/RSCB to an extent of Rs. 7 crore is yet to be settled by Regions. Deputy Commissioner of the following three Regions may take steps to get the advances settled on priority.
 - (1) Chandigarh Rs. 1.96 Crore
 - (2) Delhi Rs. 2.31 Crore
 - (3) Varanasi Rs. 1.90 Crore

5. Consolidation of Annual Accounts 2014-15:

- ❖ Time schedule for submission of Annual Accounts consolidation and process involved there in were highlighted in the meeting.
- ❖ Delay in submission of Accounts and further consequences to be faced by KVS in both Houses of Parliament were also briefed in the meeting.
- ❖ In the year 2014-15, only 7 RO's submitted the correct Annual Accounts viz. Ahmedabad, Silchar, Delhi, Jabalpur, Lucknow, Varanasi and Hyderabad.

10 Regions submitted partially completed accounts namely Gurgaon, Jaipur, Jammu, Bangalore, Agra, Bhopal, Bhubaneswar, Guwahati, Mumbai and Raipur.
8 Regions brought totally incomplete accounts namely Chennai, Ernakulum, Kolkata, Patna, Ranchi, Tinsukia, Chandigarh and Dehradun.

- ❖ Facts and Figures exhibited under the head 'Previous Year' in the Annual Accounts need to be verified by all RO's before submission of Annual Accounts in future.
- ❖ Fee collection amount depicted in the consolidated Annual Accounts 2014-15 by all units do not seem to be correct. Eg: amount of admission fee exhibited in the Annual Accounts of 2014-15 is Rs. 1.46 crore which is for less in comparison to the previous year figure of Rs. 14.31 crore. Deputy Commissioner of all Regions should check their Annual Accounts statement 2014-15 once again and inform the reasons for such variation to KVS before 31 July 2015.
- ❖ From the year 2015-16, all Deputy Commissioner should carry out random check on 2% transactions and endorse a certificate of correctness of Annual Accounts to KVS HQ particularly totaling and internal consistency of the statement of Accounts.

6. Milestones achieved by Finance Division KVS during the last five years.

- ❖ Tie-up with Union Bank of India in the year 2010 and created Separate 'Salary Portal' exclusively for disbursal of Salary to all KVS employees.
- ❖ Authorized State Bank of India (Portfolio Management and Custodial Services), Mumbai as Portfolio Manager for managing Provident Fund investment of more than Rs. 2,200 crore.
- ❖ KVS is one of the first organisation in implementing the new format of Fund Based Accounting as per MHRD direction from the year 2013-14
- ❖ Internal Audit Manual is ready for circulation shortly.
- ❖ Updating of Accounts Code for Kendriya Vidyalayas. Draft copy uploaded on the KVS website. Work is in final stage.
- ❖ Tally Accounting Software is implemented in KVS from 2014-15.
- ❖ In house online consolidation Web Application of Monthly statements EPF/ SF Account implemented in KVS from 2015-16.

A. Fee collection automation:-

S. no	Issue	Decision
1	Declaration of internal Results by KVs by/on 25 th March	Agreed
2	100% Automation of fee collection from 1 st October,15	Agreed
3	Closure of SF & VVN bank Accounts (Other than UBI)	Agreed
4	Monitoring of UBI Portal by RO official& Reconciliation	Agreed

B. Pension & NPS

S No	Issue	Decision
1	Uploading of Subscriber data on NSDL website through UBI Portal	Agreed
2	Settlement of legacy & Arrear claim by 30 th Sep,15	Agreed
3	Issuance of form S-1 along with Appointment letter to initiate timely action for allotment of PRAN to new official.	Agreed
4	PPO issued by RO should clearly stipulate Gross amount, Commutation and Net Pension payable	Agreed
5	Disposal of Grievances of NPS subscriber in a time bound manner by Regional office	Agreed
6	Providing training to official on Pension & NPS	Agreed

WORKS

To review the status position of transfer of land:

Supdt. Engineer, KVS has presented the status of land transfer and informed that land for 27 KVs in old cases and 27 KVs out of new 54 KVs sanctioned in favour of Sangathan. He further emphasized that as on date in respect of 122 KVs in old cases and 27 KVs out of 54 KVs sanctioned during 2014-15 transfer of title of land is still pending. Dy. Commissioner has been directed to expedite land transfer in the remaining cases.

- (A) : KVs where school building have been sanctioned on the undertaking given by State administration but formal sanction of State Govt. for transfer of land on permanent grant basis free of cost is awaited.

Addl. Commissioner (Admn.), KVS impressed upon all the Deputy Commissioners to follow up with the sponsoring agencies to obtain the sanction order as per mandate given by the Board of Governors KVS in its 79th meeting held on 26th June 2008, 32 KVs were sanctioned on the undertaking given by State Administration but formal sanction of State Governments for transfer of land on permanent grant basis free of cost is awaited. DCs to intimate the status of these KVs. A letter to Education Secretary be sent from Commissioner side in this connection from Works Division.

- (B) KVs where land identified & planning action initiated awaiting lease/undertaking from State government for transfer of land on permanent grant basis free of cost.

As on date, land has been identified in 82 KVs. But execution of lease deed/receipt of sanction order for allotment of land on permanent grant basis free of cost is pending.

All Deputy Commissioners were requested to intimate the present status of these cases and to expedite the transfer of land so that sanction of construction of permanent school building can be expedited.

(C) KVs where land is yet to be identified.

Additional Commissioner (Admn.), KVS has expressed his concern on the delay in identification of land in respect of 40 KV's. He has directed that concerted efforts should be made at Regional Offices level by liaison with the sponsoring agencies.

In this connection all the Deputy Commissioners were requested to carry out the inspection of site personally along with other team members and submit specific recommendation of site instead of simply forwarding it for acceptance by KVS. While recommending the site Deputy Commissioners must ensure that essential facilities required to run the Vidyalaya smoothly (i.e. potable water supply lines, electricity, approach road etc.). The site must be free from encumbrances like old & dilapidated structure, HT/LT line and trees standing thereon etc. (only required number of trees falling in layout of the building should be removed by the sponsors) Further, the mode of transfer of land (i.e. either on lease basis or permanent grant basis) and location of the site i.e. Urban, Semi-Urban or Rural etc should be specifically mentioned in the proforma devised and circulated by KVS for submission of the feasibility report.

In this connection, Commissioner, KVS has stated that in present scenario of State Government of Bihar, magnitude of land being proposed by Bihar Government should be accepted.

As regards, 54 new KVs sanctioned by MHRD in May 2014 to be opened only after transfer of land, in 27 KVs, land has been transferred and Vidyalaya opened. In the remaining cases, in 14 KV land has been accepted by KVS awaiting lease/permanent grant and in 13 KVs land is yet to be identified and transferred by the sponsors. These KVs were supposed to have been opened during the academic year 2014-15 itself.

However, due to non completion of land transfer formalities, the opening of 27 KVs is held up. In case of failure to transfer of land, the sanction order will be withdrawn. All DCs are therefore advised to bring this fact to the notice of sponsoring authority.

Additional Commissioner (Admn.) impressed upon all the Deputy Commissioners that:

- (i) Chronic cases requiring decision may be referred to KVS (HQ) separately.
- (ii) In accordance with clarification given recently by MHA for transfer of land to KVs, land transfer in respect of old cases, should be expedited as per the initial commitment made by respective units.
- (iii) JC (P) to take up the matter with Railway Board in respect of pending land transfer case under Ministry of Railway. All the Deputy Commissioners are to submit the input to the JC (P) at the earliest.
- (iv) OSD (Def.) has been requested to submit the status of pending land transfer cases of KVs falling under Defence Sector.

Status of completion of ongoing work of school buildings.

Superintending Engineer reported during the current financial year 2015-16, KVS has targeted 26 school buildings for completion. Additional Commissioner (Admn.), KVS directed Deputy Commissioners concerned to closely liaise with the respective construction agencies at their level and ensure the completion of the school buildings at the earliest. He further stressed that completed buildings must be taken over immediately pending minor discrepancy/defects, same to be reflected in handing/taking over note so that building can be put in the use and defect liability period enforced effectively.

- In respect of KV Manmad (Maharashtra) the matter for providing of approach, water and electricity should be taken up with Railway Board as per their initial commitment.
- The work of KV Bandipur (J&K) had been entrusted to CPWD a long back and there is no response from CPWD. Hence, a notice to be issued to CPWD whether CPWD is interested in taken up this work so that possibility of entrusting this work to BSNL may be explored as recommended by Deputy Commissioner, Jammu Region.

- All the Deputy Commissioners are requested to direct the Principals of their region, where construction works are in progress for submission of monthly progress report in KVS format along with photographs and monitoring committee report regularly by 1st week of every month for timely release of funds.
- Principals may also be asked to deposit the funds immediately with construction agency on receipt of the same from KVS(HQ), so that progress of works may not hamper on account of above.

Special repair/strengthening of permanent school buildings.

(i) Monitoring of sanctioned repair works:

A consolidated list of special repair works, sanctioned by KVS (HQ) during the last financial year 2014-15 based on the recommendations of Deputy Commissioners of Regional Offices concerned has been circulated to all Regional offices with the direction to closely liaise, monitor and interact with the Principals of the KVs/Construction agency concerned to ensure timely completion of sanctioned works.

(ii) Annual repair & Maintenance:

(a) Annual repair & maintenance of school building:

Superintending Engineer, KVS emphasized the need to carry out Annual repair & maintenance of permanent school building at Vidyalaya level out of VVN under the overall supervision of Executive Committee as per procedure to maintain Vidyalaya assets and to avoid inconvenience to the students. A/R & M/O is essential to minimize need of special repair. Hence Principals of KVs should be sensitized on the issue.

(b) Annual repair & maintenance of Staff Quarters:

KVS has allocated a sum of Rs. 7,95,06,570/- for carrying out annual repair & maintenance of 10900 units of staff quarters located in 602 Kendriya Vidyalayas under 25 Regional Offices for the year 2015-16.

All Deputy Commissioners were asked to ensure that funds are utilized proportionately for all the quarters for civil & electrical works so that repair of all staff quarters is carried out and problems of the residents/staff are minimized.

(iii) **Safety & Security:**

Additional Commissioner (Admn.), KVS reiterated that a number of times, Sangathan has issued directions to Regional Offices to ensure that all school building and staff quarters under their region must be got inspected by an officer of the rank of Executive engineers/CPWD or State PWD in respect of KVs functioning in civil sector and by the Garrison Engineers/MES in respect of KVs functioning in defence sector and obtain safety certificate for all KVs either functioning in project sector/IHL/temporary building provided by Sponsoring Agencies or in the permanent school buildings constructed by KVS(HQ).

In respect of KVs running in unsafe accommodation, provided by the sponsoring agency IHL/project authorities, the matter must immediately be brought to the notice of the Chairman, VMC to arrange either alternate safe accommodation for functioning of KV or to undertake retrofitting works timely and certify the building is safe. Similarly, in respect of KVs functioning in their own permanent school buildings, constructed by KVS, if found unsafe, it must be immediately brought to the notice of the KVS (HQ).

In this connection, it is impressed that no KV should be allowed to run in the buildings found unsafe.

Similar action is also required to be taken for the residential accommodation.

(iv) **New proposals relating to New works and Repairs:**

Since available budget under Plan and Non-Plan for the year 2014-15 is limited, due care must be taken while forwarding of proposals to KVS (HQ). The proposals for essential & inescapable works should only be forwarded for consideration of KVS (HQ).

In respect of multipurpose hall, priority should be given to the region where this facility is not provided even in single KV.

(v) **Settlement of Account:**

All Deputy Commissioners were directed to ensure that all KVs under their region must submit monthly progress report to KVS (HQ) till completion of works successfully. To settle the accounts, completion certificate, final expenditure statement, "No Defect Certificate" along with a set of photographs duly signed by Principal, KV concerned must be submitted to KVS (HQ).

Unspent balance, if any, along with completion report and financial expenditure statement, may also be refunded to KVS (HQ).

VIGILANCE

DISCIPLINARY CASES PENDING IN KVS AS ON DATED 01.06.2015:-

1. Out of the total cases, 76 cases are covered under Rule 14 of CCS (CCA) Rules, 1965 for serious charges of mis-conduct, misbehaviour, misappropriation/embezzlement and corporal punishment to student etc. are awaiting action by the disciplinary authorities. Thus, keeping disciplinary cases pending for a considerable period ultimately affect the interest of the Organisation in one way or the other on the financial front. The Deputy Commissioners were asked to take effective steps to ensure the finalization of the disciplinary cases within a stipulated time.
2. All Deputy Commissioners were requested to ensure that orders issued by them in the capacity of Disciplinary Authority, should be self contained speaking and reasoned order after exercising disciplinary powers with due application of mind.
3. All the Deputy Commissioners of RO/ZIET were requested to check thoroughly the contents of the articles of the charges (Annexure-I), imputation of charges (Annexure-II), list of documents (Annexure-III) & list of witnesses (Annexure-IV), so that true purpose of enquiry is not defeated.
4. The lapses on the part of official on trivial issues such as minor cases of delinquencies should be set right/disposed off at RO level by serving suitable "Warning/Advisory Note" etc as a rectificatory measures, rather referring such cases to KVS(HQ).
5. Utmost care should be taken in the case of Article 81(B) of Education Code for KVs by adhering the guidelines issued by KVS(HQ) from time to time, as it attracts only the severest penalty of termination from service. As such findings should be specific and beyond doubt.

BRAIN STORMING SESSION

At the end of the Conference, a Brainstorming Session was held in which the following issues were highlighted/emerged:-

(i) Zonal Recruitment & Posting

In view of large-scale expansion of KVs & corresponding growing number of Teachers & Non-Teaching Staff in KVs, there was an almost unanimous view that now recruitment & posting of Teachers/Non-Teaching Staff for KVs should be done at Zonal Level instead of for the whole country.

Action by JC(Admn.)

(ii) Compulsory Qualifying Tests in Hindi & Eng. for all Teachers

Most DCs were of the view that many meritorious subject teachers were not able to come to KVS due to mandatory qualifying Tests both in Hindi & English language. Hence, a mechanism should be evolved to tackle this issue.

Action by JC(Admn.)

(iii) There should be a separate Publication & Public Relation Wing in KVS(HQ).

Action by AC(Estt.I)

(iv) A post of Technical Officer should be created at each RO to supervise KVS works & ensure quality control

Action by AC(Estt.I)

(v) KVS should explore sponsored scholarships/Awards to gifted students.

Action by JC(Acad.)

(vi) DCs should be empowered to give shields/Awards to meritorious Teachers in the Region.

Action by JC(Acad.)

(vii) There should be a scheme of Awards for KVs on various parameters.

Action by JC(Acad.)

(viii) Different Regions of KVS should be numbered & developed as regions of excellence for different sports instead of all regions doing all sports activities.

Action by DC(Acad)(Sports)

(ix) An annual calendar of recruitment & promotion should be formulated to ensure that teachers are in place in the beginning of the academic year itself.

Action by JC(Admn.)

(x) Lesser selection of KV students in IITs/NITs/Medical - a matter of concern.

Action by JC(Acad.)

(xi) Allocation of LDE promoted teachers to Regions on the analogy of direct recruit teachers so that ROs may post them for optimum results.

Action by AC(Estt.II)

(xii) Upward revision of financial powers of DCs/Principals.

Action by JC(Fin.)