



केन्द्रीय विद्यालय संगठन(मु0)  
18 संस्थागत क्षेत्र, शहीद जीत सिंह मार्ग, नई  
दिल्ली-110602

KENDRIYA VIDYALAYA SANGATHAN (HQ)  
18, Institutional Area, S.J. Marg, New Delhi-110016.

Tel.: 26858570 Fax 26514179

Website: [www.kvsangathan.nic.in](http://www.kvsangathan.nic.in)

E-mail/Speed Post

Date: 16.11.2018

F.no.11-Acad0338T(1)/2/2018-Academic / 937-977

उप आयुक्त  
केन्द्रीय विद्यालय संगठन  
सभी क्षेत्रीय कार्यालय।

**विषय: In-service Training Courses for TGT(P&HE, AE, WE & Librarian) & PRT (Music) for the session 2018-19 – reg.**

महोदया/ महोदय,

Kendriya Vidyalaya Sangathan shall conduct In-service Training Programmes for TGT (AE, WE, and Librarian), and PRT (Music) for the session 2018-19 in its five Zonal Institutes of Education and Training in a single spell of 21 days, during Dec. 2018 to Feb. 2019. The in-service training courses of TGT (P&HE) will be arranged at Laxmibai National Institute of Physical Education, Guwahati and Gwalior.

With reference to the above, all Deputy Commissioners are requested to make note of the following:

1. Lists of Participants of various courses will be circulated by Director, ZIET Mumbai. The Principals will check the details of the concerned participants of their Vidyalaya and report modification, if any, to the Deputy Commissioner of the concerned Regional Office and intimate the same to ZIET, Mumbai.
2. It is to be appreciated that a teacher has to be a life-long learner. The In-service courses are opportunities for teachers to update their knowledge and upgrade their pedagogical skills. Besides, resources should be used optimally as KVS spends considerable resources on the organization of training programmes. In view of this, the Deputy Commissioners should ensure that all the identified teachers are deputed to attend these courses without fail. Further, dropping out by the teachers in the last minute on flimsy grounds needs to be reduced. The Commissioner has desired that all the teachers deputed for the courses attend the programme without any exception.
3. When a teacher seeks exemption from attending the In-service course, such an

application needs to be submitted to the Deputy Commissioner of the Region by the Principal along with his/her clear recommendation and record of teacher's refusal to attend such courses in the past, if any. The Deputy Commissioner shall then decide the case on merit and communicate his/her decision to the individual concerned through the Principal; and also to the Course Director as well as the Director, KVS ZIET Mumbai. **A note regarding such exemptions/absence should be put in the service records of the employee for future reference.**

The issue of absenteeism in the In-service Course has been viewed very seriously by the competent authority. To curb absenteeism in the In-service Training Programme, it has been decided to temporarily withhold the increments of teachers **who absent themselves from the In-service Course without proper exemption from competent authority.** The increment will be granted to the teacher after undergoing the In-service training programme. It is also clarified that the teachers who have been granted exemption by the competent authority from attending the In-service Training Programme this year will have to undergo the In-service course in the next academic session, failing which, their increment will be withheld. The instructions in this regard have already been issued vide KVS letters no.F.110338-1/2013-14-KVSHQ(Acad) dt. 18.10.2013 and dt. 11.09.14 for strict compliance.

4. KVS receives representations from the teacher(s) for change of training venues. Normally the Deputy Commissioners should not entertain such requests as it disturbs the training plan. However, in case of genuine reasons such representations should be disposed of at the level of the Deputy Commissioner concerned. The change of venue on **genuine grounds** may be considered and should be communicated to the concerned Director, KVS ZIET concerned at least 10 days before commencement of the course. **Such teachers shall not be eligible for TA.** However, DA will be paid for the training period as per KVS rules.
5. The following points are to be noted regarding the participation of teachers in the In-service course 2018-2019:
  - a) In case of courses being conducted in collaboration with outside institutions, names of teachers should not be added except with the approval of the Joint Commissioner (Trg.). In case such names are forwarded, then details of when the teacher completed his/her last course, date of superannuation and due date of senior/selection scale may please be mentioned.
  - b) Since maximum number of participants have been allotted to each of the course, any addition may be allowed by the DCs of the respective regions only in respect of those teachers **who are due for grant of senior scale / selection grade on or before 31.3.2020 and have not attended any in-service course between 2014 and 2018 in the same cadre.**
  - c) It should also be ensured that no teachers are left out who are due for grant of senior scale / selection grade on or before 31.3.2020 and have not attended any in-service course between 2014 and 2018 in the same cadre.

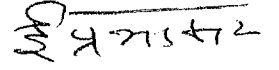
**The following are attached herewith:**

- i. The venue-wise & subject-wise lists of courses is placed at Annexure-I

- ii. The consolidated list of subject-wise courses is placed at Annexure-II.
- iii. ZIET-wise list of courses is placed at Annexure-III.
- iv. Overall region-wise details of nos. of participants are placed at Annexure-IV.

This is issued with the approval of the competent authority.

भवदीय,

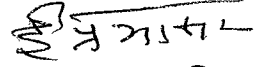


(डॉ. ई. प्रभाकर)

संयुक्त आयुक्त (प्रशिक्षण)

प्रतिलिपि :

1. Director, all ZIETs, KVS.
2. The Deputy Commissioner (EDP), KVS(HQ) with the request to upload this letter on KVS website under the head 'Training'.
3. PS to Commissioner, KVS (HQ), New Delhi.
4. PS to Addl. Commissioner (Admn./Acad.) KVS (HQ).
5. PA to Joint Commissioner (Acad./ Admn. / Pers / Fin.), KVS (HQ).
6. File.



संयुक्त आयुक्त (प्रशिक्षण)

**KENDRIYA VIDYALAYA SANGATHAN, NEW DELHI**  
**INSERVICE COURSE FOR TGT(AE/LIB/P&HE/WET), PRT(MUSIC) :2018-2019**  
**NUMBER OF TEACHERS SPONSORED AND VENUES ALLOTTED : ANNEXURE I**

S.No.	CADRE	SUBJECT	VENUE	REGION	DISTRIBUTION OF REGIONS		COURSE DIRECTOR	ASSOCIATE COURSE DIRECTOR	RESOURCE PERSONS
					REGION	NUMBER			
1	TGT	AE	ZIET MYSORE	ZIET MYSORE	AGRA	1	Director, ZIET, Mysore	To be decided by Director, ZIET, Mysore	To be decided by Director, ZIET, Mysore
					BENGALURU	3			
					BHUBANESWAR	2			
					CHENNAI	1			
					DELHI	8			
					ERNAKULAM	2			
					GUWAHATI	2			
					HYDERABAD	6			
					KOLKATA	7			
					LUCKNOW	5			
					RAIPUR	2			
					RANCHI	4			
					SILCHAR	1			
					VARANASI	1			
	45								
2	TGT	AE	ZIET MUMBAI	ZIET MUMBAI	AHMEDABAD	8	Director, ZIET, Mumbai	To be decided by Director, ZIET, Mumbai	To be decided by Director, ZIET, Mumbai
					BHOPAL	3			
					CHANDIGARH	3			
					DEHRADUN	3			
					GURUGRAM	6			
					JABALPUR	9			
					JAIPUR	3			
					JAMMU	2			
					MUMBAI	7			
					PATNA	1			
						45			

KENDRIYA VIDYALAYA SANGATHAN, NEW DELHI  
 INSERVICE COURSE FOR TGT(AE/LIB/P&HE/WET), PRT(MUSIC) :2018-2019  
 NUMBER OF TEACHERS SPONSORED AND VENUES ALLOTTED : **ANNEXURE I**

S.No.	CADRE	SUBJECT	VENUE	REGION	DISTRIBUTION OF REGIONS		COURSE DIRECTOR	ASSOCIATE COURSE DIRECTOR	RESOURCE PERSONS
					REGION	NUMBER			
3	TGT	LIBRARY	ZIET BHUBANESWAR	ZIET BHUBANESWAR	BENGALURU	1	Director, ZIET, Bhubaneswar	To be decided by Director, ZIET, Bhubaneswar	To be decided by Director, ZIET, Bhubaneswar
					BHUBANESWAR	2			
					ERNAKULAM	3			
					HYDERABAD	2			
					KOLKATA	10			
					MUMBAI	5			
					PATNA	6			
					RAIPUR	2			
					RANCHI	6			
						<b>37</b>			

**KENDRIYA VIDYALAYA SANGATHAN, NEW DELHI**  
**INSERVICE COURSE FOR TGT(AE/LIB/P&HE/WET), PRT(MUSIC) :2018-2019**  
**NUMBER OF TEACHERS SPONSORED AND VENUES ALLOTTED : ANNEXURE I**

S.No.	CADRE	SUBJECT	VENUE	REGION	DISTRIBUTION OF REGIONS		COURSE DIRECTOR	ASSOCIATE COURSE DIRECTOR	RESOURCE PERSONS
					REGION	NUMBER			
4	TGT	LIBRARY	ZIET CHANDIGARH	ZIET CHANDIGARH	CHANDIGARH	3	Director, ZIET, Chandigarh	To be decided by Director, ZIET, Chandigarh	To be decided by Director, ZIET, Chandigarh
					DEHRADUN	7			
					DELHI	12			
					GURUGRAM	12			
					GUWAHATI	5			
					JAMMU	1			
						40			
5	TGT	LIBRARY	ZIET GWALIOR	ZIET GWALIOR	AGRA	4	Director, ZIET, Gwalior	To be decided by Director, ZIET, Gwalior	To be decided by Director, ZIET, Gwalior
					AHMEDABAD	2			
					BHOPAL	8			
					JABALPUR	5			
					JAIPUR	5			
					LUCKNOW	11			
					VARANASI	8			
						43			
6	TGT	WET	ZIET BHUBANESWAR	ZIET Bhubaneswar	DEHRADUN	4	Director, ZIET, Bhubaneswar	To be decided by Director, ZIET, Bhubaneswar	To be decided by Director, ZIET, Bhubaneswar
					DELHI	10			
					GURUGRAM	6			
					JAMMU	2			
					KOLKATA	6			
					LUCKNOW	11			
					RAIPUR	2			
					RANCHI	4			
					SILCHAR	1			
					VARANASI	2			
						48			

**KENDRIYA VIDYALAYA SANGATHAN, NEW DELHI**  
**INSERVICE COURSE FOR TGT(AE/LIB/P&HE/WET), PRT(MUSIC) :2018-2019**  
**NUMBER OF TEACHERS SPONSORED AND VENUES ALLOTTED : ANNEXURE I**

S.No.	CADRE	SUBJECT	VENUE	REGION	DISTRIBUTION OF REGIONS		COURSE DIRECTOR	ASSOCIATE COURSE DIRECTOR	RESOURCE PERSONS
					REGION	NUMBER			
7	TGT	WET	ZIET MUMBAI	ZIET MUMBAI	AGRA	6	Director, ZIET, Mumbai	To be decided by Director, ZIET, Mumbai	To be decided by Director, ZIET, Mumbai
					AHMEDABAD	2			
					BENGALURU	1			
					BHOPAL	4			
					CHANDIGARH	1			
					CHENNAI	3			
					ERNAKULAM	4			
					GUWAHATI	3			
					HYDERABAD	1			
					JABALPUR	6			
					JAIPUR	6			
					MUMBAI	9			
					PATNA	3			
	<b>49</b>								
8	PRT	MUSIC	ZIET CHANDIGARH	ZIET CHANDIGARH	CHANDIGARH	5	Director, ZIET, Chandigarh	To be decided by Director, ZIET, Chandigarh	To be decided by Director, ZIET, Chandigarh
					DEHRADUN	7			
					DELHI	24			
					GURUGRAM	9			
					GUWAHATI	3			
					JAMMU	4			
					TINSUKIA	1			
						<b>53</b>			

**KENDRIYA VIDYALAYA SANGATHAN, NEW DELHI**  
**INSERVICE COURSE FOR TGT(AE/LIB/P&HE/WET), PRT(MUSIC) :2018-2019**  
**NUMBER OF TEACHERS SPONSORED AND VENUES ALLOTTED : ANNEXURE I**

S.No.	CADRE	SUBJECT	VENUE	REGION	DISTRIBUTION OF REGIONS		COURSE DIRECTOR	ASSOCIATE COURSE DIRECTOR	RESOURCE PERSONS
					REGION	NUMBER			
9	PRT	MUSIC	ZIET GWALIOR	ZIET GWALIOR	AGRA	3	Director, ZIET, Gwalior	To be decided by Director, ZIET, Gwalior	To be decided by Director, ZIET, Gwalior
					BHOPAL	10			
					JABALPUR	8			
					JAIPUR	13			
					LUCKNOW	14			
					VARANASI	6			
						54			



**KENDRIYA VIDYALAYA SANGATHAN, NEW DELHI**  
**INSERVICE COURSE FOR TGT(AE/LIB/P&HE/WET), PRT(MUSIC) :2018-2019**  
**NUMBER OF TEACHERS SPONSORED AND VENUES ALLOTTED : ANNEXURE I**

S.No.	CADRE	SUBJECT	VENUE	REGION	DISTRIBUTION OF REGIONS		COURSE DIRECTOR	ASSOCIATE COURSE DIRECTOR	RESOURCE PERSONS
					REGION	NUMBER			
10	PRT	MUSIC	ZIET MYSORE	ZIET MYSORE	AHMEDABAD	2	Director, ZIET, Mysore	To be decided by Director, ZIET, Mysore	To be decided by Director, ZIET, Mysore
					BENGALURU	3			
					BHUBANESWAR	1			
					HYDERABAD	2			
					KOLKATA	11			
					MUMBAI	12			
					PATNA	12			
					RAIPUR	3			
					RANCHI	4			
						50			
11	TGT	P&HE	ZIET BHUBANESWAR	ZIET BHUBANESWAR	CHENNAI	1			
					DELHI	9			
					ERNAKULAM	7			
					GURUGRAM	8			
					GUWAHATI	4			
					HYDERABAD	1			
					JAMMU	3			
					KOLKATA	1			
					MUMBAI	4			
					PATNA	1			
					RAIPUR	2			
					RANCHI	4			
						45			

**KENDRIYA VIDYALAYA SANGATHAN, NEW DELHI**  
**INSERVICE COURSE FOR TGT(AE/LIB/P&HE/WET), PRT(MUSIC) :2018-2019**  
**NUMBER OF TEACHERS SPONSORED AND VENUES ALLOTTED : ANNEXURE I**

S.No.	CADRE	SUBJECT	VENUE	REGION	DISTRIBUTION OF REGIONS		COURSE DIRECTOR	ASSOCIATE COURSE DIRECTOR	RESOURCE PERSONS
					REGION	NUMBER			
12	TGT	P&HE	ZIET GWALIOR	ZIET GWALIOR	AGRA	3			
					AHMEDABAD	4			
					BHOPAL	6			
					DEHRADUN	9			
					JABALPUR	3			
					JAIPUR	6			
					LUCKNOW	11			
						42			

## ANNEXURE II

KENDRIYA VIDYALAYA SANGATHAN, NEW DELHI

NUMBER OF COURSES FOR TGT (AE / WET/ LIB/ P & HE) : IN-SERVICE COURSES 2018-2019

S.No.	Category with subject	Regular	No. of venues/ courses	Proposed Venues (Name of ZIET)			
	TGT			1	2	3	
1	ART EDUCATION	90	2	VENUE	ZIET MYSORE	ZIET MUMBAI	
				PARTICIPANTS	45	45	
2	LIBRARIAN	120	3	VENUE	ZIET BHUBANESWAR	ZIET CHANDIGARH	ZIET GWALIOR
				PARTICIPANTS	37	40	43
3	WET	97	2	VENUE	ZIET BHUBANESWAR	ZIET MUMBAI	
				PARTICIPANTS	48	49	
4	P & HE	87	2	VENUE	ZIET BHUBANESWAR	ZIET GWALIOR	
				PARTICIPANTS	45	42	
Total		394	9				

## ANNEXURE II

### KENDRIYA VIDYALAYA SANGATHAN, NEW DELHI DETAILS REGARDING NUMBER OF COURSES- 2018-2019 FOR PRT MUSIC

S.No.	Category with subject	Regular	Total	No. of venues / courses	Proposed Venues (Name of KV/ZIET)		
	PRT				1	2	3
1	MUSIC	157	157	3	ZIET CHANDIGARH	ZIET GWALIOR	ZIET MYSORE
					53	54	50
Total			157	3			



**ANNEXURE III**  
**KENDRIYA VIDYALAYA SANGATHAN, NEW DELHI**  
**IN-SERVICE COURSE FOR TEACHERS :2018-2019**  
**ZIET-WISE COURSES**

S.No.	REGION	DETAILS OF THE COURES		TOTAL COURSES
		CADRE	SUBJECT	
1	ZIET BBSR	TGT	LIBRARIAN	3
		TGT	WET	
		TGT	P & HE	
2	ZIET CHD	TGT	LIBRARIAN	2
		PRT	MUSIC	
3	ZIET GWALIOR	TGT	LIBRARIAN	3
		PRT	MUSIC	
		TGT	P & HE	
4	ZIET MUMBAI	TGT	ART EDUCATION	2
		TGT	WET	
5	ZIET MYSORE	TGT	ART EDUCATION	2
		PRT	MUSIC	
<b>TOTAL COURSES</b>				<b>12</b>

## ANNEXURE - IV

KENDRIYA VIDYALAYA SANGATHAN, NEW DELHI					
IN-SERVICE COURSE FOR TGT(AE/LIB/P&HE/LIB) & PRT MUSIC : 2018-19					
REGION-WISE TEACHERS SPONSORED:CONSOLIDATED					
REGION	TGT(AE)	TGT(LIB)	TGT(P &HE)	TGT(WET)	PRT(MUSIC)
AGRA	1	4	3	6	3
AHMEDABAD	8	2	4	2	2
Bengaluru	3	1	0	1	3
BHOPAL	3	8	6	4	10
Bhubaneswar	2	2	0	0	1
CHANDIGARH	3	3	0	1	5
CHENNAI	1	0	1	3	0
Dehradun	3	7	9	4	7
DELHI	8	12	9	10	24
ERNAKULAM	2	3	7	4	0
GURUGRAM	6	12	8	6	9
GUWAHATI	2	5	4	3	3
HYDERABAD	6	2	1	1	2
JABALPUR	9	5	3	6	8
JAIPUR	3	5	6	6	13
JAMMU	2	1	3	2	4
KOLKATA	7	10	1	6	11
Lucknow	5	11	11	11	14
MUMBAI	7	5	4	9	12
PATNA	1	6	1	3	12
RAIPUR	2	2	2	2	3
RANCHI	4	6	4	4	4
SILCHAR	1	0	0	1	0
Tinsukia	0	0	0	0	1
VARANASI	1	8	0	2	6
<b>TOTAL</b>	<b>90</b>	<b>120</b>	<b>87</b>	<b>97</b>	<b>157</b>