

<p>केन्द्रीय विद्यालय संगठन (मानव संसाधन विकास मंत्रालय, स्कूल शिक्षा एवं साक्षरता विभाग) क्षेत्रीय कार्यालय, का.हि.वि.वि.परिसर, वाराणसी-221005 वेबसाइट:-www.kvsrovn.org</p>	 <p>केन्द्रीय विद्यालय संगठन</p>	<p>KENDRIYA VIDYALAYA SANGATHAN (Ministry of HRD, Deptt. of School Education & Literacy) Regional Office, BHU Campus, Varanasi-221005 Email:-kvsrovn@gmail.com, kvsrovnadm@gmail.com</p>
<p>0542-2366116 (DC), 0542-2366340 (AC), 2366343 (AO/FO) 2366342(Fax)</p>		

F.No.43060/KVS/RO/VNS/2017-18/

Dated: 09.11.2017

The Principal
Kendriya Vidyalayas
Under Varanasi Region

Sub: KVS Regional Incentive Award-2017-reg.

Madam/Sir,

Kindly find enclosed herewith the KVS (HQ) Letter no. F. 11060/4/2012-KVS (HQ) (Estt.III) dated 07.11.2017 with guidelines for inviting applications from teaching and non-teaching staff for KVS Regional Incentive Award 2017 the following points may kindly be noted before forwarding the entries to the cluster coordinator Principal:

1. You are requested to recommend the names of eligible candidates in each cadre to the cluster In-charge who will in turn forward 15 names (excluding Principal & Vice-Principal) in total as per the details given for each category in the KVS (HQ) letter under reference.
2. The cluster In-charge will scrutinize the applications to ensure their eligibility etc. and will finalize 15 names for recommending to the Regional office following the procedure laid down for the KVS National Incentive Awards.
3. The teaching and non-teaching staff recommended for KVS Regional Incentive Award should have put in not less than 10 years of service in KVS as on 31st March 2017 out of which the applicant should have worked regularly for a minimum period of 05 years in the category under which applying for the award. Principals with 05 years of service in the cadre are eligible for being recommended for the Regional Incentive Award while Vice-Principal and HM with minimum two years of experience in the cadre can be considered as eligible for the award.
4. **The recommended applications in the prescribed proforma complete in all respect must reach the cluster In-charge on or before 20.11.2017.**
5. The application form of the KVS Regional Incentive Award 2017 (Copy enclosed) may be used. All the columns of the application form must be filled legibly with no overwriting. The results of last 05 years must be filled as required in the application form with all accuracy for the years 2012-13, 2013-14, 2014-15, 2015-16 & 2016-17.
6. The citation must be written by the Principal in the given space and two passport size photographs of applicant with name and designation written on the back are to be attached with the application form.
7. All the Principals will compulsorily send the following undertaking to the cluster In-charge who in turn will forward it to this office along with the applications:
"It is certified that no eligible and deserving employee (teaching and non-teaching) has been left out from nomination for the KVS Regional Incentive Award-2017".
8. The cluster In-charge will convene a meeting of the committee at cluster level as per the composition notified for the KVS National Incentive Award and will recommend the applications as per the given quota for each category to the Regional office latest by **01.12.2017** positively along with soft and hard copy of the minutes and marks statement for each category in prescribed Proforma. Kindly note that all the application forms that have been received from feeder KV's of the cluster

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and not recommended should also be sent to this office under a sealed cover packed separately with assessment sheet on given parameters. **The forms should reach this office by hand.**

9. **Annexure-II is to be filled at cluster level only.**
10. **Form for Regional Incentive Award 2017 which is being attached with this letter is to be used for applying for the award.**
11. A detailed analysis of results quantitative and qualitative since the quality aspects of the Internal/External examination results are also to be considered, class-wise/subject-wise showing the number of students passing and getting 80% and above **must be** enclosed.
12. The eligibility criterion given for each cadre of employee must be as ascertained properly and the Principal will also submit a certificate that there is no disciplinary case pending/contemplated against the employee recommended for the award.
13. Letter inviting applications from Principals/Vice-Principals is being sent separately.
14. Kindly attach certified copy of last 5 years of APAR of the applicant (only last page signed by the reviewing officer) under your signature. The applications under special category (PH) must be supported by the PH certificate duly certified by the Principal.

For the purpose of shortlisting and selection of applicants for the awards at Cluster Level, Kendriya Vidyalayas under Varanasi Region are being reassigned under three clusters in the table given below:

	CLUSTER - I	CLUSTER-II	CLUSTER-III
VENUE OF MEETING	KV Old Cantt. Allahabad	KV DLW Varanasi	KV Bamrauli Allahabad
COMMITTEE CHAIRMAN	Mr. Rajpati, Principal KV COD Chheoki	Mr. D.D.Pathak, Principal KV DLW Varanasi	Mr. Amarnath, Principal, KV Bamrauli Allahabad
PRINCIPAL/NATIONAL INCENTIVE AWARDEE	Dr. (Mrs.) Shalini Dikshit, Principal, KV Old Cantt. Allahabad	Dr. (Mrs.) Poonam Singh, Principal, KV BHU Varanasi	Mr. Sompal, Principal KV Mughalsarai
EDUCATIONIST	To be selected form the Educationist Member of VMC KV COD Chheoki Allahabad	To be selected form the Educationist Member of VMC KV DLW Varanasi	To be selected form the Educationist Member of VMC KV Bamrauli Allahabad
KVs	1. KV BHU Varanasi 1 st & 2 nd Shift	KV New Cantt. Allahabad 1 st & 2 nd Shift	KV AFS Gorakhpur
	2. KV DLW Varanasi	KV Old Cantt. Allahabad	KV FCI Gorakhpur
	3. KV No.4 Varanasi	KV AFS Bamrauli	KV Gangrani Kushinagar
	4. KV 39 GTC Varanasi	KV Manauri Allahabad	KV Basti 1 st & 2 nd Shift
	5. KV Mughalsarai	KV IIT Jhalwa Allahabad	KV Siddharthnagar
	6. KV Chopan	KV CRPF Phaphamau Allahabad	KV Chero Salempur
	7. KV Shaktinagar	KV COD Chheoki	KV Deoria

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		Allahabad	
8.	KV Rihandnagar	KV Naini Allahabad	KV Mankapur
9.	KV Ghazipur	KV IFFCO Phulpur	KV Gonda
10.	KV Ballia	KV Amhat Sultanpur	KV Azamgarh
11.	KV Mau	-----	KV Chhitrakoot

Kindly adhere to the schedule strictly.

Kindly give wide publicity among all teaching and non-teaching staff.

Yours faithfully -


(Menaxi Jain) 9/11/17
Assistant Commissioner

Encl:

1. Form for KVS Regional Incentive Award 2017 (Teaching)
2. Form for KVS Regional Incentive Award for Group B & C officer (Non-teaching)
3. Checklist for KVS Regional Incentive Award form 2017.