

R.T.I.

APPELLATE AUTHORITY	Mr. D. T. S. Rao - Deputy Commissioner
PUBLIC INFORMATION OFFICER	Smt. Sandhya Srivastava (from 16/12/2017) (Mr. G. Banerjee, AO : from 01/01/2015 to 15/12/2017) Kendriya Vidyalaya Sangathan, Regional Office, BHU Campus, Varanasi, Uttar Pradesh – 221005
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DIRECTORY OF OFFICERS AND EMPLOYEES			
Sl.	Name and Designation	Designation	P&T Landline No.
1.	Sh. D. T. S. Rao	Deputy Commissioner	0542-2366342
2.	Ms. Sandhya Srivastava	Assistant Commissioner	0542-2366340
3.	Ms. Menaxi Jain	Assistant Commissioner	
4.	Sh. A.K.Pathak	ASO	0542-2366343
5.	Ms. Neelam Pal	ASO	
6.	SH A K Singh	ASO	
7.	Sh. Durgesh Ghosh	ASO	
8.	Sh. Ujjwal	ASO	
9.	Sh. S. K. Verma	Steno. Gr. I	

POWERS AND DUTIES OF OFFICERS AND EMPLOYEES

The main duties and powers of various officers of the Sangathan shall be as given in the subsequent Articles. All residual powers which are not specifically assigned to any of the officers shall vest in the Board. The powers shall be exercised by the respective officers in accordance with the rules and regulations in force from time to time.

- (i) The Board shall generally carry out the objectives of the Sangathan as set forth in the Memorandum of Association.
- (ii) The Board shall manage all affairs and funds of the Sangathan and shall have authority to exercise all the powers of the Sangathan.
- (iii) The Board shall have powers to frame regulations, consistent with the Rules of the Sangathan, for the administration and management of the affairs of the Sangathan. Without prejudice to the foregoing provisions, these Regulations shall provide for the following:

- (a) Preparation and sanction of budget estimates, sanctioning of expenditure, making and execution of contracts, investment of funds of the Sangathan and the sale or alteration of such investment, accounts and audit.
- (b) Procedure for appointment of the officers and the staff of the Sangathan, the schools and other institutions managed by the Sangathan and various programs and services established and maintained by it.
- (c) Terms and tenure of appointment, emoluments, allowances, rules of discipline and other conditions of service of the officers and staff of the Sangathan.

- (d) Terms and conditions governing scholarships, free ships, financial and other concessions, grant -in-aid, deputation, research schemes and projects in relation to students and staff of the schools and other institutions managed by the Sangathan.
- (e) Such other matters as may be necessary for the furtherance of the objectives of the Sangathan and the proper administration of its affairs

(iv) The Board may, by resolution, appoint Advisory Boards or other committees or bodies including Local Management Committees for schools with such powers as it may think fit, and also dissolve any of the committees and advisory bodies set up by it.

CHAIRMAN OF THE SANGATHAN/BOARD OF GOVERNOR

The Chairman shall chair all meetings of the Sangathan and Board. He shall ensure that all decisions taken by the Sangathan/ Board are implemented. He shall have powers equal to those exercised by a Minister of the Government of India. He shall exercise such other powers as may be delegated to him by the Sangathan or the Board, provided that the action taken in exercise of such powers shall be reported at the next meeting of the Sangathan or the Board, as the case may be.

DEPUTY CHAIRMAN

The Deputy Chairman shall chair the meetings of the Board/Sangathan in the absence of the Chairman. The Chairman may, in writing, delegate such of his powers to the Deputy Chairman, as may be necessary.

VICE- CHAIRMAN

The Vice-Chairman shall chair the meetings of the Board/Sangathan in the absence of the Chairman and Deputy Chairman . He shall function as the Chairman of the all the three Standing Committees of the Sangathan viz. Finance Committee, Academic Advisory Committee and Works Committee. He shall be the appointing authority for Joint Commissioners and Deputy Commissioners.

COMMISSIONER

(a) Administrative Powers

- (1) The Commissioner shall be the Principal Executive Officer of the Sangathan and subject to any decision that may be taken by the Board, he shall be responsible for the proper administration of the affairs of the Sangathan and the properties and institutions such as the schools, playgrounds, gymnasias hostels, residential quarters for teachers and other employees etc. under the direction and guidance of the Chairman and the Board.
- (2) To make appointment to all posts at the Headquarters and Regional Offices as well as Vidyalayas, corresponding in status to Group 'A' excluding Deputy Commissioner and above, on the recommendation of the Appointment Committee/ DPC.
- (3) To post, transfer and assign any duties to all officers and staff at the Headquarters and Regional Offices as well as Vidyalayas.
- (4) To create posts in Kendriya Vidyalayas for teaching and non-teaching categories.(5) To create posts for the Headquarters/ Regional Offices of the Sangathan for a period up to six months.
- (6) To approve probation and grant confirmation to Group 'A' officers (including Joint Commissioner).
- (7) To forward applications of Group 'A' Officers of the level of Deputy Commissioners and above of the Headquarters and Regional Offices for posts outside the Sangathan subject to any general orders.
- (8) To depute all the employees of the Headquarters of the Sangathan, Regional Offices and Vidyalayas for training abroad, subject to general directions, if any, given by the Board.
- (9) To inspect and supervise the working of the Vidyalayas and to issue directions for development of education in Kendriya Vidyalayas to Principals and other officers of the Headquarters
- (10) To approve and prescribe text books for all classes including those recommended by the Central Board for classes IX to XII.
- (11) To formulate plans and schemes for development of higher education on the lines of the scheme embodied in the Kendriya Vidyalayas Scheme and to obtain the approval of the Board and the Government of India.
- (12) To grant permission to all employees of the Headquarters, Regional Offices and Kendriya Vidyalayas to write books, or to prosecute higher studies, or to take up other literary work.
- (13) To prescribe admission, examination and promotion rules for Vidyalayas.
- (14) To prescribe school timings of Vidyalayas, Vidyalaya term, Vidyalaya year, vacation and other breaks.
- (15) To prescribe the Headquarters and territorial jurisdiction of Deputy Commissioners and other officers of the Headquarters office.(16) To grant scholarships and stipends to students in accordance with the scheme approved by the Board.
- (17) To issue orders on the analogy of FR9(6)(b) of the Compilation of the Fundamental Rules that employees of the Sangathan in certain circumstances be treated as on duty. In the case of deputation of an employee abroad, this power shall be subject to the concurrence of the Finance Member of the Sangathan.

- (18) To dispense with a medical certificate of fitness in respect of Group C and D employees before their appointment.
- (19) (a) To sanction advance increments in a time-scale to staff of Vidyalayas on their initial appointment, subject to the recommendation of the Selection Committee. (b) To sanction advance increments in a time-scale to non-teaching staff of the Vidyalayas up to a maximum of five increments on initial appointment, subject to the recommendation of the Selection Committee.
- (20) To permit an employee of the Sangathan to undertake work for which a fee is offered, subject to the maximum of Rs. 5000/- in each case.
- (21) To sanction leave to Additional Commissioners, KVS.
- (22) To require Group 'A' officers to produce medical certificate of fitness on return from leave on medical grounds.
- (23) To extend leave of Group 'A' officers in order to regularise overstayed of leave.
- (24) To decide whether an employee is vocational or non-vocational staff.
- (25) To accord administrative approval and expenditure sanction in respect of all construction and maintenance works.

(b)Financial Powers

The Commissioner shall have powers analogous to the powers of the Head of the Department under the Supplementary Rules, General Financial Rules, Central Treasury Rules, Medical Attendance Rules and KVS (Employees) Provident Fund Rules.

ADDITIONAL COMMISSIONER(ADMINISTRATION)

(a)Administrative Powers

- (1) To make appointment to all posts corresponding in status to Group B at the Headquarters and Regional Offices on the recommendations of Selection Committees.
- (2) forward application of Group 'B' officers of Headquarters and Regional Offices.
- (3) approve probation and grant confirmation to Group 'B' officers including Vice-Principals of Vidyalayas.
- (4)To forward applications of all Group 'A' officers of Headquarters, Regional Offices and Vidyalayas other than Deputy Commissioner and above for posts outside the Sangathan subject to any general orders.
- (5) grant permission to Group A and B officers of the Headquarters office as well as Vidyalayas for appearing at public examination.
- (6)To grant leave to officers of Group 'A' in the KVS Hqrs. and Deputy Commissioners of the Regional Offices.
- (7)To look after the welfare of the employees of the Sangathan.
- (8) To extend leave of Group 'B' Officers in order to regularise the overstayed of leave.
- (9)To allow change in the name/surname of Group 'A' officers of KVS up to the level of Joint Commissioner in KVS HQrs/ Regional Offices and Vidyalayas.

(b)Financial Powers

He shall have powers analogous to powers under the Supplementary Rules, General Financial Rules, Central Treasury Rules, Medical Attendance Rules and KVS Employees' Provident Fund Rules as detailed in Appendix II.

ADDITIONAL COMMISSIONER(ACADEMICS)

(a)Administrative Powers

- (1)To arrange seminars, refresher courses, in-service training and workshops etc.
- (2)To depute officers of the Headquarters office of the Sangathan and Principals of Kendriya Vidyalayas for training in India and for participation in educational programs, seminars and conferences in India where such training/ participation is considered to be in the Sangathan's interest, subject to general directions, if any, given by the Board.
- (3)To approve and prescribe text books for classes I to VIII.
- (4)To promote physical education and issue directions for organising sports and games meets and other ancillary activities.
- (5)To look after the welfare and professional education (including in-service training) of teachers and other staff of Vidyalayas.
- (6)To grant permission to Vice-Principal and Group 'B' officers of Headquarters, RO's to write books or to prosecute higher studies.

(b)Financial Power

He shall have powers under the Supplementary Rules, General Financial Rules, Central Treasury Rules, Medical Attendance Rules and KVS Employees' Provident Fund Rules as detailed in Appendix II.

JOINT COMMISSIONER(Administration/Personal)

(a) Administrative Powers

- (1) To make appointment to all Group 'C' posts of Headquarters of the Sangathan and Regional Offices.

- (2) To grant leave to Group B Officers at Headquarters Office and Regional Offices.
- (3) To approve probation and grant confirmation to Group C employees of Headquarters Office, and Regional Offices.
- (4) To grant permission to Group 'B' officers at the Headquarters of the Sangathan for appearing at public examination.
- (5) To act as Controlling Officer for purposes of travelling allowance in respect of Group B officers at the Headquarters of the **Sangathan and Regional Office**.
- (6) To sanction annual increments in the prescribed time-scale to Group A Officers.
- (7) To require Group A & B employees to produce a medical certificate of fitness on return from leave.
- (8) To extend leave of Group C employees in order to regularise overstayed of leave.

(b) Financial Powers

He shall have powers analogous to powers under the Supplementary Rules, General Financial Rules, Central Treasury Rules, Medical Attendance Rules and KVS Employees' Provident Fund Rules as detailed in Appendix II.

JOINT COMMISSIONER(Academic/Training)

(a) Administrative Powers

- (1) To depute Group C officers at the Headquarters of the Sangathan for training and for participation in educational programs, etc where such training / participation is considered to be in Sangathan's interest subject to general directions, if any given by the board.
- (2) To assist the Additional Commissioner in the Formulation of plans and Schemes for development of higher education on the lines of the scheme embodied in the Kendriya Vidyalaya Scheme.

JOINT COMMISSIONER(Finance)

(a) Financial Powers

- (1)To function as the Secretary of two Standing Committees – Finance Committee and Works Committee of the Sangathan.
- (2)To advise the Commissioner in financial, accounting and audit matters pertaining to the Sangathan and its constituent units.
- (3)To supervise the day to day work of the Budget and Finance, Audit and Accounts sections at the Headquarters of the Sangathan.
- (4)To inspect the accounts of the Vidyalayas, Regional Offices and Headquarters Office and to issue suitable instructions, wherever necessary.
- (5)To call for such information from the Vidyalayas, Regional Offices and the Headquarters office as may be required for the preparation and sanction of Budget Estimates, preparation of Annual Accounts and processing of objections raised in internal as well as external audit.
- (6)To manage the affairs of the Kendriya Vidyalaya Sangathan Employees' Provident Fund, Group Insurance Scheme etc.

DEPUTY COMMISSIONER

(a)Administrative Powers

- (1)To make appointments to teaching and non-teaching posts in Group B and C in Vidyalayas except that of Vice Principal and Group 'D' posts of Regional Office.
- (2)To approve probation and grant confirmation to the Group B and C employees in Vidyalayas, except Vice-Principals, and Group 'D' employees of Regional Offices.
- (3)To forward applications of employees up to Group B (including Vice-Principals) of Vidyalayas and Regional Offices for posts outside the Sangathan but not for the posts abroad and to grant permission for registration with the Employment Exchange.
- (4)To grant permission up to Group B (excluding Vice-Principal) of Vidyalaya and Regional Offices for appearing at public examination.
- (5)To depute teaching staff of Group B (excluding Vice-Principals) and Group C establishments of the Vidyalayas and Regional Office for training/participation in educational programs in India etc. where such training/ participation is considered to be in the Sangathan's interest.
- (6)To inspect and supervise Vidyalayas to ensure that curricular and co-curricular activities are properly carried out in the Vidyalayas and to suggest improvements, if any.
- (7)To inspect, supervise and to suggest improvements in the administration of Vidyalayas.
- (8)To allow alteration in the name/surname of the Group B, C & D employees of the Vidyalayas, excluding Vice-Principals.
- (9)To look after the welfare of the employees of the Vidyalayas/ Regional office.
- (10)To grant permission to the Group B and C employees of Vidyalayas/ Regional Office (excluding Vice-Principals) to prosecute higher studies or to write books or to take up any literary work.

(11) To issue orders on the analogy of FR 9(6) of the Fundamental Rules in respect of Group C employees of the Vidyalaya/ Regional Office that an employee in certain circumstances be treated as on duty, subject to such instructions as may be issued.

(12) To transfer Vidyalaya staff other than the Principals and Vice-Principals from one place to another within the Region subject to general orders of KVS HQ from time to time in this regard.

(13) To dispense with a medical certificate of fitness in respect of Group C employees of Vidyalayas and the Regional Office.

(14) To sanction annual increments to Group C and D employees of the Regional Office and Principals and Vice-Principals of the Vidyalayas in the prescribed time-scale.

(15) To sanction the undertaking of work for which a fee is offered and an acceptance of the fee by the staff of the Vidyalaya (other than the Principal) and the Regional Office subject to a maximum of Rs.2500/- (Rupees two thousand and five hundred only) in each case.

(16) To grant leave preparatory to retirement and refuse leave etc. to Group B and C employees of Vidyalayas.

(17) To grant leave to Group B, C and D employees of the Regional Office.

(b) Financial Power

He shall have powers analogous to powers under the Supplementary Rules, General Financial Rules, Central Treasury Rules, Medical Attendance Rules and KVS Employees' Provident Fund Rules as detailed in Appendix II.

BRANCH OFFICERS AT THE HEADQUARTERS

The work of various sections and other supporting staff in the Headquarters office shall be supervised by various Officers at the Branch level as per distribution of work approved by the Commissioner.

ASSISTANT COMMISSIONER

The functions of the Assistant Commissioner shall be as under :

- 1) To assist the Deputy Commissioner in administrative functions;
- 2) To supply resources needed by teachers and Principals;
- 3) To assist in continuous and comprehensive evaluation ;
- 4) To encourage experimentation and innovations;
- 5) To guide and assist the teachers in CCA fields;
- 6) To develop program for slow and gifted children;
- 7) To guide to achieve excellence;
- 8) To draw programs in special areas of curriculum – Vocational Education, Work Experience, Physical Education, Arts, Music etc.
- 9) To act as specialist in certain fields;
- 10) To give demonstration lesson.

PRINCIPAL

(a) Administrative Powers

(1) To function as the administrative head of the Vidyalaya and to act as the Drawing and Disbursing Officer of the staff employed in the Vidyalaya, subject to detailed instructions given in this regard in the Accounts Code.

(2) To engage teachers on part time/ contractual basis as PRT/TGT/PGT subject to relevant instructions in this regard.

(3) To make appointments to Group D posts and to approve probation and grant confirmation of Group D employees in the Vidyalaya.

(4) To forward applications of Group C and D employees of the Vidyalaya for posts outside the Sangathan except posts abroad and to grant permission for registration with the Employment Exchange.

(5) To grant permission to Group C and D employees of the Vidyalaya for appearing at public examination.

(6) To implement the instructions and policies of the Sangathan in respect of curricular and co-curricular activities, and to take steps to bring about healthy development of the Vidyalaya in all fields.

(7) To administer the Vidyalaya on sound lines and to develop healthy teacher-pupil relationship.

(8) To be responsible for the proper maintenance of accounts and school records, service-books of teaching and non-teaching staff, returns and statistics as prescribed by the Sangathan from time to time.

(9) To look after the welfare of the employees of the Vidyalaya.

(10) To handle the official correspondence relating to the Vidyalaya and to furnish within the prescribed dates all returns and information required by the Sangathan.

- (11)(11)To formulate and to submit to the Deputy Commissioner for approval, proposals for teaching staff, furniture, laboratory equipment and teaching aids etc. well before the commencement of the academic session.
- (12)To make all payments including salaries etc. of teachers and other staff in time and according to rules. > (13) To ensure that tuition fees, where levied and Vidyalaya Vikas Nidhi (VVN) are realised and credited to the relevant Account in time.
- (14)To make purchase of stores etc. required for the Vidyalaya in accordance with the prescribed procedure, to enter all such stores in Stock Register, to scrutinize the bills and make payment.
- (15)To conduct physical verification of Vidyalaya property and stocks at least once a year and to inspect the stock registers occasionally to ensure their proper maintenance in accordance with the rules.
- (16)To be responsible for proper utilization of the Vidyalaya Vikas Nidhi for which a separate account shall be maintained. This account will be operated and the funds will be utilized in accordance with the rules laid down by the Sangathan from time to time.
- (17)To make satisfactory arrangements for supply of drinking water and other facilities for tiffin time for the pupils and to ensure that the school building and its fixtures and furniture, office equipment, laboratories, play grounds, school garden etc. are properly and carefully maintained.
- (18)To grant to his Vidyalaya local holidays, not exceeding seven in an academic year for educational and other bonafide purposes.
- (19)To supervise, guide and control the work of the teaching and non-teaching staff of the Vidyalaya.
- (20)To be overall in-charge of admissions in the Vidyalaya, preparation of school time-table, allocation of duties to teachers, provision of necessary facilities to teachers in the discharge of their duties and conduct of examinations and tests in accordance with the rules prescribed by the Sangathan from time to time.
- (21)To plan the year's academic work in advance in consultation with his colleagues and to hold subject committee and staff meetings at least once a month to review the work done during the month, and to assess the progress of the pupils.
- (22)To help and guide teachers and promote their professional growth by actively encouraging their participation in courses designed for in-service training.
- (23)To promote initiative of teachers for self-improvement and encourage them to undertake experiments which are educationally sound.
- (24)To encourage teachers for study of the curriculum and syllabus in use with a view to analyses the objectives of teaching of various topics and adapting instructional programs, with due regard to inter-subject co-ordination. Such study would be particularly necessary when a new curriculum or syllabus is introduced.
- (25)To ensure that the teacher's diary is maintained in a manner that (i) it helps the teacher in his day to day work and (ii) it helps others to understand and appreciate his work.
- (26)To supervise class room teaching and secure co-operation and co-ordination amongst teachers of the same subject area as well as of other subjects.
- (27) To provide special help and guidance to teachers newly entering the profession.
- (28)To plan and prescribe a regular time-table for the scrutiny of pupils' written work and home assignment and to ensure that their assessment and correction are carried out effectively.
- (29)To make necessary arrangements for organising special instructions for the pupils according to their need.
- (30)(30)To inform the teachers about the new rating schedule which may be prescribed from time to time for assessing their yearly work. To evaluate their work objectively and also to bring to the notice of the Deputy Commissioner/ Sangathan meritorious work done or successful experiments undertaken by any teacher to improve the Vidyalaya.
- (31)To organise and co-ordinate various co-curricular activities through the House System or in any other effective way.
- (32)To periodically organise educational excursions after proper planning.
- (33)To develop and organise the library resources and reading facilities in the Vidyalaya and ensure that the pupils and teachers have access to and use books and journals of established values and worth.
- (34)To encourage the formation of parent teacher associations in order to establish contacts with and secure co-operation of parents/ guardians in the programs of the Vidyalaya.
- (35)To send regularly the progress reports of the students to their parents/ guardians and to show the answer books of half-yearly and session ending examination to the parents on demand.
- (36)To promote amongst pupils physical well-being, high standards of cleanliness and healthy habits, and to arrange two medical examinations of the students in an year and send medical reports to parents/ guardians.

(37) To sanction increments of all staff of the Vidyalaya excluding Vice-Principals in the approved time scales.

(38) To sanction leave other than leave preparatory to retirement and refuse leave to teachers and non-teaching staff of the Vidyalaya in accordance with the rules laid down by the Sangathan.

(b) Financial Powers :

The financial powers of the Principal shall be as defined in the Accounts Code.

VICE-PRINCIPAL

The Vice-Principal shall work under the overall guidance of the Principal and will attend to whatever duties are specially assigned to him by the Principal. Some of these could be as follows :

(a) To assist the Principal in matters of academic co-ordination, preparation of school time-table, co-ordination of Subject Committee meetings, scrutiny of pupils' written work and home assignments, co-ordination of the school examinations and timely dispatch of progress card of students to parents, etc.

(b) To organise various co-curricular activities of the school including games and physical education.

(c) To develop and organise resources of the institution such as the school library, laboratories, teaching aids, etc.

(d) To assist the Principal in the purchase of books and journals for Library and suitable equipment for Laboratories.

(e) To look after the physical upkeep and cleanliness of the school and proper maintenance of property and stock. To assist the Principal in conducting physical verification of school property and device procedures for its careful and proper maintenance.

(f) To exercise certain specific administrative powers assigned to him when the Principal is either on leave or away from the Vidyalaya on duty.

OFFICIATING ARRANGEMENT DURING THE ABSENCE OF PRINCIPAL

(a) When the vacancy is of less than two months' duration : During the absence of the Principal from the Vidyalaya, whether on account of illness or otherwise, the Vidyalaya Management Committee may call upon the senior-most PGT or teacher of that Vidyalaya to take over charge of the duties of the Principal, provided that there is no Vice-Principal posted in that Vidyalaya. The teacher so appointed will be in charge of routine duties of the Principal in addition to his own. No charge allowance will be admissible for such officiating arrangements, but an intimation shall be sent to the Regional Office about the arrangements made by the Vidyalaya Management Committee.

(b) When the vacancy is of more than two months duration : In case of vacancies exceeding two months, the person to be appointed will hold current charge of the duties of the Post of Principal. Such arrangements shall be made after prior consultation with the Deputy Commissioner of the Region. Such of the members of staff as are appointed to hold current charge of the duties of Principal, shall be entitled to draw a charge allowance of Rs 300/- per month in the manner indicated below provided the officiating period is for more than two months:

(i) A Post-Graduate Teacher promoted as Vice-Principal and posted simultaneously as In charge Principal may be given the option either to draw the pay of the Post of Vice-Principal or the pay and allowance of Post-Graduate Teacher plus charge allowance. The option will be exercised within one month of his appointment as In charge Principal. > (ii) If a Vice-Principal is appointed as In charge Principal of the School in which he is already working as Vice-Principal, in the absence of Principal, he may be allowed to draw the charge allowance in addition to his pay as Vice-Principal provided the post of Vice-Principal held by him is not filled.

(iii) Where a Vice-Principal is transferred as In charge Principal to some other school, he would continue to draw the pay of Vice-Principal only.

(iv) When a Trained Graduate Teacher is posted as In charge Principal for over 2 months, he will be entitled to draw charge allowance of Rs 200/- per month in addition to his pay as TGT.

HEADMASTER

(1) The Headmaster will be responsible for running primary sections under the overall guidance of the Principal and perform the under mentioned duties:

a) To function as a Supervisor of the Primary Department. b) To help and guide the Primary Teachers.

c) To organize workshops for the Primary Teachers for curriculum and syllabi in use, with a view to analyzing the objectives of teaching of various topics and adopting the instructional program suitable to them.

d) To ensure that the teachers diaries are maintained properly.

e) To ensure that lesson plans/unit plans are prepared regularly.

मानव संसाधन विकास मंत्रालय, स्कूल शिक्षा एवं
साक्षरता विभाग)
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F.No.430/350/KVS(VNS)/2016-17

Dated: 10/10/2017

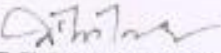
OFFICE ORDER

Consequent upon joining of Ms. Sandhya Srivastava to KVS, Regional Office, Varanasi the following work distribution is done among the Assistant Commissioners in the Regional Office with immediate effect:-

Sl.	Ms. Sandhya Srivastava, AC	Ms. Menaxi Jain, AC
>	Complaint pertaining to SC/ST / Minority Harassment cases.	Complaint pertaining to Sexual Harassment cases.
>	Youth Parliament	NCERT Innovation / Experimentation Award to teachers.
>	Sanitation Drive / Swachh Vidyalaya	News Letters / Souvenir / Publication & Study Material
>	NCC / Bharat Scouts & Guides	Games & Sports / SBSB Project
>	Split Up Syllabus	Science Exhibition / National Children Science Congress / INSPIRE Award etc.
>	Guidance & Counselling / AEP	Admission & Local Transfer
>	Adventure / Educational Excursion	Conduct of Home Exams & Pre - Board Exams
>	PTA / PTM / VMC Matters	Shaala Darpan / Think Quest / Websites of KVs & RO
>	Rajbhasha Implementation	Social Science Exhibition
>	Enrollment / Computer Infrastructure	Academic Programme
>	NFTW / Financial Assistance of Teachers	Result Analysis - Home / Pre-Board & Board Exams
>	CBSE / NCERT Syllabus & Text Books	Staff Sanction
>	JENESYS / NIOS Study Centers	Opening of New KVs
>	Deputation of teachers to foreign countries including KVs abroad & ZIETs	KVS Regional / KVS National / National Awards
>	CMP / Club Activities	Inspection reports to KVS Hqrs.
>	Maths / Science Olympiads	Principals & DCs Conference
>	NTSE / KVPY	In-Service Course / Training Programmes
>	Central Recruitment Exam of the KVS	Teaching of German & Foreign Languages
>	Regional Advisory Committee	Sanskrit related subjects
>	Condonation of Shortage of Attendance	Parliament Questions (Acad. Section)
>	Grievance Matters / CPGRAMS	
>	CCE / Spoken English	
>	Back to Basic	

Note:- Mr. Chintush Kumar, JSA will be attached with Ms. Sandhya Srivastava, AC as P.A. and Mr. Ashutosh Srivastava, JSA will assist Ms. Menaxi Jain, AC as P.A. for disposal of official work allotted to the concerned Assistant Commissioner.

The Officers concerned are requested to be in touch with the latest information pertaining to their work areas and do the needful. During the absence of one or the other AC, their work of urgent nature would be dealt with by the AC / DC present at the station.


(D T Sudharsan Rao)
Deputy Commissioner

Distribution:-

1. All concerned Officers / AO / FO / Dealing Hands at KVS, RO, Varanasi.
2. All Principals, KVs under Varanasi Region - for information.
3. Guard file.

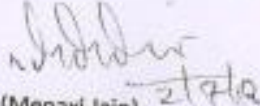
KVS, Regional Office : Varanasi

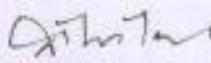
F.No.43029/2018-19/RO VNS

Date: 02.07.2018

Work allotment order of Admn. Section w.e.f. 02.07.2018

Sl.	Name & designation	Work allotted
01	Smt. Neelam Pal, ASO	Complaints, Disciplinary Cases (Rule 14, 16, 81-D, 81-B), CVC references from & to CBI, SC & ST Complaints, Medical reimbursement, Regularization of intervening period, VMC, GPF / CPF Sanction, Maintenance of APAR / ACR, Joining Time, Probation Reports, Permission of working in Holidays, Break & Vacation, VVN Fund Sanction etc. Any other work assigned by the authority.
02	Sh. Ujjwal, ASO	Counting of Past Service, Change of Home Town, Grant of Lien, HRA, Extension of Service, Compassionate Appointment, Deputation, Parliament Question, Maintenance of Service Book, Personal File, Leave Account of Principal & RO Staff, Condemnation of Articles, Name Change, Double T.A., Leave in conjunction with Breaks & Vacation, Right to Information Act, Any other work assigned by the authority.
03	Sh. R. C. Dubey, SSA	Payment of Advocates, Procurement of Goods & Services, Hindi Raj-Bhasha, Promotion Cases of Teaching & Non-teaching Staff, MACP / DPC, Sr. Scale & Selection Scale, Seniority Cases, Court Cases & Legal Matters, Arbitration / Reconciliation. GEM. Recruitment / Appointment of Teaching & Non-teaching Staff (With co-ordination of Mr. R. P. Tripathi, SSA) Any other work assigned by the authority.
04	Sh. Vishal Anand, SSA	Misc. Matter, Vacancy Position, Staff Sanction, Contractual Teacher, Association, Permission of NOC, Passport, VISA, Land Purchase, Higher Education, Land & Building, Construction, Maintenance, Repair, Opening of New KVs / Staff Quarter, Accreditation, PIS, Transfer & Posting of Teaching & Non-Teaching Staff, Any other work assigned by the authority.
05	Sh. Chintush Kumar, JSA	Stock Register in addition to work assigned in Acad. Section. Any other work assigned by the authority.
06	Sh. R. D. Shukla, Sub Staff (On deputation)	Dispatch & Postage A/C & Any other work assigned by the authority.


(Menaxi Jain)
Assistant Commissioner &
Administrative Officer (I/C)


(D.T. Sudharsan Rao)
Deputy Commissioner

Distribution:-

1. The Individual concerned.
2. All the staff, KVS, RO, Varanasi
3. File

कन्द्रीय विद्यालय संगठन
(मानव संसाधन विकास मंत्रालय, स्कूल शिक्षा एवं
साक्षरता विभाग)
क्षेत्रीय कार्यालय, का.हि.वि.वि.परिसर,
वाराणसी-221005
वेबसाइट:-www.kvsrovn.org



KENDRIYA VIDYALAYA SANGATHAN
(Ministry of HRD, Deptt. of School Education & Literacy)
Regional Office, BHU Campus,
Varanasi-221005
Email:-kvsrovn@gmail.com,
kvsrovnadm@gmail.com

0542-2366342 (DC), 0542-2366340 (AC), 2366343 (AO/FO) 2366342(Fax)

F.No.430/350/KVS(VNS)/2016-17

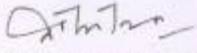
Dated: 10/10/2017

OFFICE ORDER

Consequent upon joining of Ms. Sandhya Srivastava to KVS, Regional Office, Varanasi, distribution of KVs have been done as per following details among Assistant Commissioners in the Regional Office with immediate effect:-

Sl.	Ms. Menaxi Jain, AC	Ms. Sandhya Srivastava, AC
01	ALLHABAD BAMRAULI	ALLHABAD CHHEOKI
02	ALLHABAD MANAURI	ALLHABAD IIIT JHALWA
03	ALLHABAD OLD CANTT	ALLHABAD NAINI
04	ALLHABAD ,PHULPUR	ALLHABAD NEW CANTT
05	ALLHABAD, CRPF	ALLHABAD NEW CANTT S2
06	CHERO SALAMPUR	AZAMGARH
07	DEORIA	BALLIA
08	GHAZIPUR	BASTI (S1)
09	GORAKHPUR-I AFS	BASTI (S2)
10	GORAKHPUR-II FCI	CHITRAKOOT
11	MAU	CHOPAN
12	MUGHALSARAI	RIHAND NAGAR
13	SULTANPUR, AMHAT	SHAKTINAGAR
14	VARANASI BHU	VARANASI 39 GTC
15	VARANASI DLW	VARANASI NO IV
16	KUSHINAGAR	GONDA
17	Siddharthnagar	MANKAPUR

The Officers concerned are requested to be in touch with the latest information pertaining to their KVs. During the absence of one or the other AC, their work of urgent nature would be dealt with by the AC / DC present at the station.


(D T Sudharsan Rao)
Deputy Commissioner

Distribution:-

1. All concerned Officers / AO / FO / Dealing Hands at KVS, RO, Varanasi.
2. All Principals, KVs under Varanasi Region – for information.
3. Guard file.

The procedure followed in the decision making process including channels of supervision and accountability is given below:

Chairman	
Dy. Chairman	
Vice Chairman	
Commissioner	
Additional Commissioner (Academics)	Additional Commissioner (Administration)
J.C (Acad) J.C(Trg.)	J.C(Admin) J.C(Finance) J.C(Personal)
D.C(Acad) D.C.(Sports)	D.C.(Admn.) D.C.(Admn. & Finance)

THE NORMS SET BY KVS FOR THE DISCHARGE OF ITS FUNCTION

- 1) **SCHOOL LEVEL** : Chief Functionary -Principal as the reporting authority of the school staff
- 2) **REGIONAL LEVEL** : Chief Functionary - Deputy Commissioner Assistant Commissioner is the reporting authority of Principal & staff and Deputy Commissioner is the receiving authority.
- 3) **HEADQUARTERS LEVEL** : Chief Functionary - Commissioner

मासिक पारिश्रमिक

क्र. सं.	नाम एवं पदनाम	कुल वेतन
1.	श्री डी.टी.एस. राव, उपायुक्त	रु1,20,589
2.	श्रीमति संध्या श्रीवास्तव, सहायक आयुक्त	रु1,36,206
3.	सुश्री मीनाक्षी जैन, सहायक आयुक्त	रु1,10,638
4.	श्री अरुण कुमार पाठक, स.अ.अ.	रु58,481
5.	श्रीमति नीलम पाल, स.अ.अ.	रु50,301
6.	श्री अनिल कुमार सिंह, स.अ.अ.	रु50,301
7.	श्री दुर्गेश घोष, स.अ.अ.	रु53,995
8.	श्री उज्ज्वल, स.अ.अ.	रु47,475
9.	श्री सत्येन्द्र कुमार वर्मा, आ.ग्रे.-I	रु51,713
10.	श्री मिथलेश कुमार उपाध्याय, व.स.स.	रु65.886
11.	श्री अरविन्द सिंह, व.स.स.	रु49,489
12.	श्री रमेश चन्द्र दुबे, व.स.स.	रु43,870
13.	श्री विशाल आनंद, व.स.स.	रु35.706
14.	श्री राजीव रौशन, क.स.स.	रु33,470
15.	श्री चिन्टूस कुमार, क.स.स.	रु30.939
16.	श्री अनिल कुमार, सब स्टाफ	रु54.404
17.	श्री जोरम लियाना, सब स्टाफ	रु43.306
18.	श्री राम कृपाल, सब स्टाफ	रु47,516
19.	श्री राम किशुन, सब स्टाफ	रु49.976