



केन्द्रीय विद्यालय संगठन

Kendriya Vidyalaya Sangathan

संभागीय कार्यालय / **REGIONAL OFFICE**

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F. No.32350-1(II)/2015/KVS/GGN/RJCM/ 9627-9632


Date: 28.11.2017

Speed post

Sub: Minutes of the meeting of the RJCM of KVS held on 25.09.2017 in KVS, RO, Gurugram.

A copy of the minutes of the RJCM meeting held on 25.09.2017 duly approved by Chairman, RJCM, KVS, Gurugram Region is enclosed.

Comments if any, may please be forwarded to the undersigned by 08.12.2017 positively.


28/11/2017
(Pushendra Kumar)

Administrative Officer &
Member Secretary, RJCM.

Encl: As above

Distribution

1. The Joint Commissioner (Pers), KVS (HQ), New Delhi
2. All Members of RJCM, KVS, Gurugram Region.
3. All Deputy Commissioners, KVS Regional Offices
4. All Deputy Directors, ZIETs KVS.
5. All Assistant Commissioners/ Finance Officer, KVS, Gurgaon Region.
6. The Regional President/ Regional General Secretary, AIKVTA/KVPSS/KEVINTSA.



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**MINUTES OF THE MEETING OF REGIONAL JOINT CONSULTATIVE MACHINERY (RJCM), KVS,
GURUGRAM REGION HELD ON 25.09.2017**

A meeting of the RJCM, KVS, Gurugram Region was held on 25.09.2017 at 10.00 AM in Kendriya Vidyalaya No.1, AFS, Gurugram under the Chairmanship of Sh. S. S. Rawat, Deputy Commissioner, KVS (RO), Gurugram. The following members were present in the meeting:

A	Official Side	Capacity
01.	Sh. Sh. S. S. Rawat, Deputy Commissioner, KVS, RO, Gurugram	Chairman
02.	Dr. Madhulika S. Patel, Associate Professor, NCERT New Delhi (Member from Regional Advisory Committee)	Member (Not present)
03	Sh. B. L. Morodia, Assistant Commissioner & Grievance officer, KVS, RO, Gurugram	Member
04	Smt. Rashmi Gupta, Principal, KV, No.1, AFS Gurugram (Sr. Most Principal at the station)	Member
05	Sh. Pushpendra Kumar, Administrative Officer, KVS, RO, Gurugram	Member Secretary
B	Staff Side	
01	Sh. Anil Kumar Sharma, TGT (Maths), KV, Hisar Cantt. & Regional President, AIKVTA	Member
02	Sh. S. K. Sharma, PRT, KV, No.1, AFS, Gurgaon & Regional Level General Secretary, AIKVTA	Member
03	Sh. Anil Kumar, PRT, KV, No.1, AFS, Gurgaon & AGS, AIKVTA	Member
04	Regional President/ Regional General Secretary, KVPSS	Not present
05	Shri Yograj Chandeliya, Sub-Staff, KV, DL, Meerut & All India President KEVINTSA	Present
06	Sh. Rakesh Dalal, Sub-Staff, KV, AFS Bawana & Joint Treasurer (All India), KEVINTSA	Present
C	Special Invitees	
01.	Shri C. S. Azad, Assistant Commissioner, KVS, RO, Gurugram	Present
02.	Smt. Sukhraj Kaur, Finance Officer, KVS, RO, Gurugram	Present

Sh. Pushpendra Kumar, Administrative Officer & Member Secretary, RJCM welcomed the Deputy Commissioner & Chairman, RJCM and all other members present in the meeting.

After introduction of all the members, Shri Pushpendra Kumar, Administrative Officer & Member Secretary, RJCM brought the following points in the notice of the house:

1. Agenda points and details of the RJCM members of the different regional associations were invited many a times from AIKVTA/KVPSS/KEVINTSA for conducting RJCM meeting vide letters, dated 17/04/2017, 27/06/2017, 17/08/2017, 29/08/2017, 14/09/2017 but no response/information was given by the associations till 23/09/2017.

The Deputy Commissioner & Chairman RJCM has shown displeasure on the issue and directed the associations to be more responsive and alert in future.

The representatives of the associations informed in the meeting that the delay was due to re-organisation of KVs by KVS (HQ).

2. The Member Secretary also informed that after re-organisation of KVs, the KVPSS and KEVINTSA did not send the list of office bearers pertaining to KVS Gurugram Region and in this situation; it was very difficult to conduct the RJCM meeting without valid members. At this stage, it was a matter of concern whether we should allow the representatives of KEVINTSA in the RJCM meeting who was not the valid members of RJCM Gurugram Region.

The representative of the KEVINTSA assured that the meeting to elected office bearers will be conducted very soon and names of office bearers will be forwarded to the Regional Office at the earliest.

No representative from KVPSS was present in the RJCM meeting.

The Chairman RJCM & Deputy Commissioner, KVS, RO Gurugram allowed the representatives of KEVINTSA to attend the meeting and directed them to send the names of office bearers of Gurugram Region at the earliest.

The agenda items were taken up for discussion. Sh. Pushpendra Kumar, Administrative Officer & Member Secretary of the RJCM read out the agenda points one by one.

AGENDA POINTS OF AIKVTA:

Sl. No.	Agenda Points/ Submission of Association	Decision as per discussion/Reply
01.	Discussion on the minutes of previous two RJCM meetings:- The previous two RJCM meetings were held on 29/10/2015 and 11/08/2016, now discussion on the same minutes circulated by KVS, RO, Gurgaon vide OM dated-31/03/2016 and 19/10/2016 is needed as those minutes were circulated without consulting Staff side members of RJCM whereas same was agreed by the Chairman, RJCM with reference to agenda item no. 10 of AIKVTA dated-11/08/2016.	The Chairman, RJCM agreed for the same.
02.	Engagement of Spoken English teacher:- it is intimated that despite discussion on engagement on contractual teachers in various Vidyalayas of Gurgaon Region as per KVS guidelines as agreed by KVS RO authorities during RJCM meetings, the Spoken English teacher is not appointed to enhance proficiency of spoken English of students. The same has been approved by BOG, KVS in its 91 st Meeting held on 19/01/2012 and inserted in Education Code (Article-113) which reads as Vidyalaya shall engage one teacher proficient in Spoken English on contact basis on a consolidated payment as per KVS circulars. The teacher shall take minimum 5 periods every day and the payment shall be made from the Vidyalaya Vikas Nidhi.	The Chairman informed that this is purely on need basis in the Vidyalaya. KVS (HQ) has withdrawn the said circular as informed by the Assistant Commissioner (Acad), KVS (HQ). The same will be circulated to all KVs as and when received from KVS (HQ). Hence, the Spoken English teacher will be appointed as per requirement of the Vidyalayas.

	<p>The same provisions were further circulated by KVS(HQ) in consolidated form vide its letter no.F.11029/39/2011/KVS(HQ)/Acad. dated-08/10/2013 and re-circulated vide letter no. even dated-July, 2014. Consolidated remuneration to be paid to the Spoken English teacher was circulated by KVS (HQ) vide OM no. 11029/39/2011/KVS(HQ)/Acad dated 21/03/2013 which is Rs. 18,750 per month at normal station. But it is a matter of great concern and disappointment that the aim of higher KVS authorities of making such provision pertaining to engagement of Spoken English teacher is defeated by the Principals and it is also a clear infringement of the order of higher authorities who intend to enhance spoken English proficiency of students to enable them to compete in this modern era</p>	
03.	<p>Determination of surplus teaching staff:- it is observed by the association that in various Vidyalayas teachers are declared surplus in contravention to the KVS staff strength guidelines issued by KVS(HQ). In most cases teachers are declared surplus on the basis of their workload (periods) whereas the criteria must be conforming to the no. of sections in the Vidyalaya.</p>	<p>The staff –strength of the KVs were calculated as per KVS (HQ) guidelines circulated from time to time & number of periods and Sections both were considered and no discrepancy has been pointed out by any Principal of the Kendriya Vidyalayas under Gurugram Region. However, the Chairman informed that the same will be calculated strictly as per norms of the KVS (HQ) in the next session and he will personally monitor the same.</p>
04.	<p>Allotment of the periods to HM/VP/Principals:- The teaching periods of regular subjects are not allotted to the HM/VP and Principal as per KVS guidelines, no. of teaching periods need to be allotted to HM is 16, for VP-22 and for Principals-5. During the annual Deputy Commissioners conference held from 24th to 27th June, 2014 emphasized special need of teaching by the Principal, VP and HM as they can inspire the teachers and serve as role model. It also connects them to know their problems and aspirations. But it is observed that instead of taking teaching period, they opt to take misc. periods rather than the teaching periods of regular subjects.</p>	<p>The Chairman informed that all Kendriya Vidyalayas under Gurugram Region are following the time table of Principal/Vice-Principal/HM as per instructions circulated by KVS (HQ).</p>
05.	<p>Issuance of cashless CGHS cards:-It is implored that KVS Staff posted at CGHS covered cities under the jurisdiction of KVS, RO, Gurgaon should be issued cashless CGHS cards on the lines of CGHS cashless facility provided to KVS staff including teachers posted in Mumbai, Hyderabad, Chennai, Bengaluru and Kolkata.</p>	<p>This issue pertains to KVS (HQ) which may be discussed at NJCM level. However, the request of the association will be forwarded to KVS (HQ) for consideration and necessary action.</p>
06.	<p>Review of policy pertaining to outsourcing of printing of question papers:-As almost all KVs are having facilities of Printers/Photocopy machines, hence it is suggested that outsourcing of printing material required at Vidyalaya level e.g question papers etc. may please be reviewed to reduce financial burden of the vidyalaya.</p>	<p>Chairman informed that the same is not appropriate as the work of question papers is very sensitive and of confidential nature too.</p>
07.	<p>Date of annual increment in revised pay structure:- The 7th CPC recommended two dates for grant of annual increment i.e. 1st January and 1st July</p>	<p>Pay fixation in 7th CPC of the employees under Gurugram Region has been done by Finance Officer of</p>

	<p>every year instead of existing date 1st July (under 6th CPC) and same was approved by MoF, GoI vide Gazette notification dated-25th July, 2016 specifying that employees appointed in present scale during the period between 2nd day of January and 1st day of July shall be granted annual increment on 1st day of January and the employees appointed in present scale between the 2nd July and 1st January shall be granted on 1st July, but it is observed by the association that all employees appointed prior to 01/01/2016 are granted annual increment only on 1st July working in the region. Due to this the purpose of making provision of two dates for annual increment is totally ignored at the time of fixation of pay in 7th CPC scales resulting pay anomalies. Simultaneously causing financial loss to teachers, it is brought to your kind notice that when uniform date of 1st July increment was revised under 6th CPC, the same was applicable on all employees who were appointed prior to 01/01/2006 also.</p>	<p>KVS (RO), Gurugram on the basis of recommendations of the 7th CPC as circulated by KVS (HQ) and no representation in this regard has been received by KVS (RO), Gurugram. However, if, any discrepancy or doubt is received in this regard, the same shall be forwarded to KVS (HQ), New Delhi for clarification (if required).</p>
08.	<p>Timely disposal of grievances:- It is brought to your kind notice that grievances sent by teachers to the regional office are not being disposed of timely and inordinate delay is taking place. Hence it is implored to dispose all pending grievances as per KVS and GoI guidelines.</p>	<p>The Chairman informed that as on date there is no grievance of any nature pending in KVS (RO), Gurgaon. As and when the grievance is received in the Regional Office the same will be disposed off as per KVS and GoI guidelines.</p>
09.	<p>Record Keeping by the teacher:- it is felt and observed that unnecessary lengthy and repetitive documentation is emphasized at Vidyalayā level which must be avoided conforming to paperless work and digital India. It is intimated that Teachers' Diary issued for Primary and Secondary teachers contains many extra pages which need to be dispensed with. The details of examination are maintained by the teachers in registers, diaries and as softcopy in computer. In this connection instructions issued by KVS (HQ) vide letter no. 110331-01/2017-KVS/Acad./CBSE dated 26/04/2017 may please be strictly adhered at Vidyalaya level regarding record keeping.</p>	<p>The Chairman informed that the instructions have been issued to all Kendriya Vidyalayas under Gurgaon Region issued by KVS (HQ) vide letter no. 110331-01/2017-KVS/Acad./CBSE dated 26/04/2017 for compliance. However, for necessity of records in the future, the same should be maintained properly and kept in the safe custody as per norms.</p>

AGENDA POINTS OF KEVINTSA

Sl. No.	Agenda Points /Submission of Association	Decision taken
01.	<p>It has been informed that No proper relieving orders are being issued for the duties given to the sub-staffs for local journeys within or beyond 8 Kms radius. This may have serious implications in case any mishap occurred with the staff on duty.</p>	<p>The Chairman informed that all the Principals under Gurugram Region are already following the same regarding issuing of relieving order to the Sub-Staffs for journey beyond 08 Km radius but there is no provision for relieving order for duties given to Sub-Staffs for local journey within 08 Km radius. However, a movement register will be maintained at Vidyalaya level for the said purpose. Accordingly, instructions are being issued to all the Vidyalayas under Gurugram Region for maintaining movement register for the purpose.</p>

02.	Conveyance allowance (minimum actual conveyance) should be allowed as per provisions available for the purpose in CCS (Revised Pay Rules) 2008 or SR-25 may be allowed to the sub-staffs going out for the bonafide duty.	Instructions for the payment of Conveyance allowance (minimum actual conveyance) to the Sub-staffs have already been issued to the Principals as per provisions available for the purpose in CCS (Revised Pay Rules) 2008 or SR-25 going out for the bonafide duty. However, once again the Principals will be reminded of the same.
03.	KEVINTSA always used to demand that the serious and sensitive duties of carrying question papers should not be entrusted to a low paid employee sub-staff alone. Additionally, at many occasions the relieving orders issued for bringing question papers containing the phrase "you will be held solely responsible for any lapse in bringing question papers". Atleast one teacher should be entrusted for such duties and sub-staff should go with the teacher for the purpose.	The Chairman informed that all Kendriya Vidyalayas under Gurgaon Region are following the instructions circulated by KVS (HQ) in this regard. However, once again the Principals will be instructed to follow the same.
04.	As per KVS education code APPENDIX- XI (Amended) the details of uniform given for willing sub-staffs should be supplied. The DDOs denying should be dealt with strong actions. The DDOs delaying on the issues should be dealt with the provisions appended in Sub-rule 26 of Rule 3(c) of CCS (Conduct) Rules 1964.	The Chairman informed that all Kendriya Vidyalayas under Gurgaon Region are following the instructions circulated by KVS (HQ) in this regard. However, once again the Principals *will be instructed for the same
05.	It has also been informed that the standing instructions regarding duty hours of erstwhile Gr. Ds and non-teaching staffs have been violated by some of the Principals. Now, KVS has already circulated duty hour of KVS NTS which should be strictly adhered with necessary changes. But duty hour of a sub-staff should not exceed 7 hours a day. The sub-staffs are being compelled to stay back in the office after duty hours or they are being relieved for office duties at the fake end part of duty hours. Advertently committed faults are condemnable and KEVINTSA demand strict instruction may please be issued to the Principals for the same.	The Chairman informed that all Kendriya Vidyalayas under Gurgaon Region have followed the instructions circulated by KVS (HQ) in this regard. However, once again the Principals will be instructed for the same.
06.	KVS has conferred all rights and powers on Principal in respect of any Kendriya Vidyalaya. So far the action, what so ever, of the Principal an ASO or A JSA or SSA should not be answerable? A Principal should prepare the replies of audit quarries of its own with the help of a data entry operator or a JSA. No SSA or ASO or even JSA/Sub staff should be forced to write replies of AG or Internal Audit quarries. Likewise every Audit adalats (Internal / AG Audit) should be attended by a Principal only.	No doubt, the DDO/Principal of the Vidyalaya is the responsible and answerable person for the audit objections/ queries. But, the Principal can take the help of the ASO/SSA/JSA for typing work and providing the records etc. while preparing audit replies as per requirement. Principals are generally attending the Audit Adalats as per instructions of the Regional Office/ HQ along with ASO/SSA/JSA.