



केन्द्रीय विद्यालय संगठन  
Kendriya Vidyalaya Sangathan  
संभागीय कार्यालय/REGIONAL OFFICE

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F.32350/2019/RO GGN/Misc.

Dated: 14.03.2019

**The Principal  
All Kendriya Vidyalayas  
Under Gurugram**

**Subject: Important Guidelines for the upcoming Academic Session  
2019-20.**

**Sir/Madam,**

With the start of the Board Examinations and the home examinations 2019, we now drew closer towards commencement of the new academic session 2019-20. Before the new session officially sets off and a deadline for each activity (Calendar 2019-20) is rolled out, I would like to share some of my concerns with regard to the following.

- 1- The role of Principal is to provide strategic leadership in the school system which includes standardized curricula, assess teaching methods, monitor student's achievement, encourage parent involvement, administer the budget, evaluate staff and oversee facilities. Besides all this, they are the Grievance officer also. If a staff member frequently tests the limits of what they can get away with and tries everyone's patience, start documenting the behavior. This will ensure that you are objective and that you follow through on any established disciplinary process. It will also send the message that you only reward good behavior.

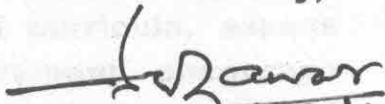
- 2- Regular class supervision of teachers by the Principal/VP/HM is again a big concern. They cut a sorry figure before the inspection team when asked to produce the records of their observation of classes. KVS has prescribed the norms for this purpose which needs to be followed in toto.**
- 3- Annual Physical verification of stock in Kendriya Vidyalayas is not being done regularly. As per instructions, it should be completed by 31<sup>st</sup> March every year and the list of articles which have completed their prescribed age and found beyond economic repair, should be prepared and recommended for condemnation as per procedure laid down in the accounts code (Refer chapter 18 Article 184-187).**
- 4- Our audit members have commonly observed that the objections/irregularities raised by them during previous years are being repeated by most of the KVs, inviting thereby an action against the defaulters which is not a good practice and also does not speak good of the Principals. It must be borne in mind that the responsibility for the compliance of the audit objections and settlement of other points raised by audit devolves primarily upon the DDO and the controlling Authorities. The reply should be given to each point with factual information within a month of receipt of the report.**
- 5- Be always assertive, honest and firm while interacting with teachers and set clear ground rules and be consistent about enforcement.**
- 6- Various flagship programs initiated by KVS should be undertaken judiciously by each Kendriya Vidyalaya. A systematic and periodical review of these programmes should be ensured at the Vidyalaya level.**
- 7- Besides their embedded duties as Principal, they should always lead by example in the Vidyalayas. An effective leader steps up to fill in holes as needed even if it is not a part of their daily routine.**

- 8- All preparations like time table, Contractual teacher panel for the new session, teachers diary/ student diary, attendance registers etc. should be ready before 31<sup>st</sup> March. If the panel of contractual teachers is not ready, the existing panel of contractual teachers may be extended further with the approval of the Chairman, VMC till the Code of Conduct for Lok Sabha Elections 2019 is over.
- 9- Always ensure transparency and uniformity in respect of release and utilization of funds, budgeting and financial reporting, accounting and auditing requirement and procurement procedure.

Similarly general instructions for teachers are also being issued which should be brought to their notice and a copy of the same may be kept in their service records after proper acknowledgement.

I sincerely hope that these initiatives on your part would not only reform the existing practices but would also improve work efficiency and accuracy thereby facilitating integrated and interoperable service delivery to all stakeholders.

Yours faithfully,

  
15/03/19  
(S S Rawat)

Deputy Commissioner