



केन्द्रीय विद्यालय संगठन  
KENDRIYA VIDYALAYA SANGATHAN  
18 इन्स्टीट्यूशनल एरिया शहीद जीत सिंह मार्ग

न्यू दिल्ली-110 016

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F.No. 110333/1/2011/KVS(HQ)/Acad

11<sup>th</sup> March, 2014

Deputy Commissioners  
All Regions  
Kendriya Vidyalaya Sangathan

**Sub: Clarification on the Office Memorandum of even no. dated 4<sup>th</sup> March 2014.**

Madam/Sir,

This Office has issued an Office Memorandum of even No. dated 4<sup>th</sup> March 2014 regarding working hours of teachers in KVs. In this connection, it is clarified that the teachers should devote 1 hour 20 minutes additional time for preparation etc. optionally in the school premises.

This issues with the approval of the competent authority.

Yours faithfully,

( Dr. V. Vijayalakshmi )  
Joint Commissioner (Acad)

Copy to-

1. The Joint Commissioner (Pers), KVS(HQ), New Delhi.
2. The Director, All KVS, ZIETs for information.
3. All other Officers, KVS(HQ), New Delhi.
4. President, All recognized Associations.
5. Guard File.