

MINUTES
OF
THE SECOND ANNUAL
DEPUTY COMMISSIONERS' CONFERENCE
OF
KENDRIYA VIDYALAYA SANGATHAN
HELD FROM 10TH TO 12TH JULY, 2013
VENUE
INDIA HABITAT CENTRE,
LODHI ROAD,
NEW DELHI.

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**INAUGURATION
REPORT**

The Joint Commissioner (Pers.), KVS welcomed Sh. Avinash Dikshit, Commissioner, KVS and other officers and staff to the inaugural session of the Deputy Commissioners' Conference.

Commissioner, KVS, Shri Avinash Dikshit then addressed the Conference delivering his Key Note address on the occasion of the **Second Annual Deputy Commissioners' Conference**. Commissioner after welcoming the officers stressed that it is an annual event and it is time to take the feedback of the policies initiated by KVS.

ORGANIZING TRAVELLING EXHIBITION ON 50 YEARS OF KVS

As a Part of Golden Jubilee Celebrations a **Travelling Exhibition** is being organized to showcase the milestones/achievements of Kendriya Vidyalaya Sangathan (KVS) in its journey of 50 years. This mobile exhibition shall be stationed at major destinations across the country. Such exhibition is intended to make the common people aware about the contributions of KVS in creating leaders for 21st century through its holistic educational curriculum & various other activities.

Wherever this travel exhibition will be stationed, the concerned Regional office/KV at the station shall also organize Quiz /elocution /poem /recitations/Painting competitions felicitation of alumni, cultural extravaganza etc.

This exhibition shall be stationed at fourteen (Delhi, Chandigarh, Lucknow, Patna, Jaipur, Kolkata, Guwahati, Bhopal, Ahmadabad, Mumbai, Bangalore, Trivandrum, Chennai & Hyderabad) locations and would be for 10 days at each locations. The above mentioned activities shall be organized at the locally stationed exhibition centre on all 10 days.

ADVERTISEMENT CAMPAIGN OF KVS

Celebrating golden jubilee is prestigious event for KVS and KVS would like to share its achievements and journey with the society. Advertising is very crucial for describing the initiatives taken by KVS or for publicity of an event like travelling exhibition and valedictory function etc. It will not only aware all stakeholders about Golden Jubilee celebrations of KVS but also ensure greater participation of all stakeholders.

CLOSING CEREMONY AT HYDERABAD INTERNATIONAL CONVENTION CENTRE

During the valedictory function it is decided to organize a conference of all the Principals and Officers of KVS at Hyderabad International Convention Centre.

COFFEE TABLE BOOK

A good quality Coffee Table Book to be written on the occasion of golden jubilee of KVS depicting (both pictorial and text) its growth from 20 schools to present 1090 KVs and its contribution in various facets of school education for the overall development of children. Work of preparing Coffee table book has been assigned to ITDC as they are taking up travelling exhibition of 50 years of KVS.

New KVS Logo, New Uniform, is all new chapters in the history of KVS emphasizing that it is not only the time for celebration but also assured that we are on the right path.

Highlighting the achievement of KVS in Board results, the Class XII result has been all time highest in last 12 years at 94.15% with highest PI of 61.1. The result analysis shows that we need to chalkout better strategies which leads to quantum jump.

As regards to the challenges being faced due to shortage of teachers.

Commissioner assured that in 4-6 months time KVS would come out of the shortage of staff as KVS has been making efforts to expedite the recruitment process. The other option available to overcome the shortage of staff would be deputation of teachers and appointment of Contractual teachers. He said the shortage of teachers was not evenly spread. There is a need to spread it evenly or appoint teachers on Contractual Basis.

As regards to ICT initiative it is felt that Teachers of KVs need to have continual support and training on ICT infrastructure and technologies to keep them abreast of current developments. Moreover need has always been felt to develop new paradigms in education which are manifested by technology enabled instruction, collaborative learning, and multidisciplinary problem solving and promoting critical thinking skills.

The policy envisages three stages of ICT implementation at school:

1. ICT literacy and Competency Enhancement
2. ICT enabled teaching
3. Introduction of ICT related elective subjects at Senior Secondary level

With above background KVS has established 500 e-class rooms in 50 Kendriya Vidyalayas to begin with. To run these classrooms KVS made an effort to develop e-content by using its huge pool of qualified and competent teachers. A lot of content which was already available at various places with various teachers was also collected. Selection of schools was done on the basis of the availability of good teachers in various subjects who were capable of developing e-content. There after three regions namely Mumbai, Chennai and Chandigarh were given the task to compile and distribute the e-content to all KVs including KVs where e-class rooms have been established.

E-content development is a continuous process so in order to examine and further improve the content it was thought that we may take help from other organisations like CBSE and NCERT which are the authorities in this field. With this idea a committee has been constituted by KVS consisting of members from KVS, CBSE, NCERT and NVS.

As regards to additional time available for teachers due to increase in working hours. Commissioner desired that the additional time available need to be used effectively for planning, evaluation and development of innovative teaching methods.

As regards to Shortage of funds he said the utilisation of 20% corpus of VVN fund at the disposal of KVS (Hqrs) includes various activities like IT enabled e-class rooms, Computerisation, procurement of software, e-content etc, development of language Lab & any other appropriate ICT related technology for modernization etc. Modernisation & up gradation of school labs (Basic Science lab & other labs) which need to be taken up this year on priority i.e. 2013-14.

As regards to uploading NPS current contribution it is observed that Regions could upload NPS remittance to NSDL unit to an extent of an average rate of 55%. The performance is extensively dismal and subscribers may not get the expected return as devised by Govt. Commissioner, KVS directed all Deputy Commissioners to ensure uploading of current Contribution by 5th of the following month regularly otherwise the subscriber may lose interest.

As regards to training of Principals Commissioner desired that every Principal should be trained on regular intervals of time so that their administrative acumen and leadership qualities will get strengthened. This will help them to continue to excel in every area of work.

Lastly while appreciating the use of new Logo by some of the Regional Offices, ZIETs and Kendriya Vidyalayas, the Commissioner desired that all Regional Offices, ZIETs and Kendriya Vidyalayas are expected to do so as a part of KVS Golden Jubilee Celebration. Commissioner also stressed the need for a healthy work environment as excellence can be achieved only by happy employees.

Deputy Commissioner (Acad.) (NG) thanked the Commissioner, KVS and others who were present in inaugural session.

The inauguration was followed by release of news letter of ZIET Mysore by Commissioner. Thereafter, the Agenda Items were taken up for consideration/ deliberation.

ACADEMICS

ACADEMIC

Item No. 1 - Result Analysis

JC (Acad.), AC (AH)

The Commissioner constituted a committee of following members to suggest suitable measures for the improvement of result and the Steps to be taken up.

1. Sh. V. K. Srivastava, Deputy Commissioner, Jabalpur.
2. Sh. Ranbir Singh, Deputy Commissioner, Ernakulam.
3. Sh. Jaideep Das, Deputy Commissioner, Agra.

- (i) Hon'ble Commissioner suggested that all efforts should be made to achieve better results. Regarding cut-off for studying Science and Commerce, the Commissioner suggested that one should not deprive the child from studying a subject (stream) of his/her choice because of low CGPA say 4.5 or so. If the child cannot cope up with subjects opted by him/her, he/she will change it in due course of time.
- (ii) Regarding poor performance in some subjects like Economics, Accountancy etc. it was suggested by Sh. V.K. Srivastava that ZIET should prepare content and provide training to PGTs of Economics and Commerce. National Income Accounting is the content of class XII which is not taught in universities other than Delhi, Bangalore and Mumbai. Thus it was decided to prepare module for Economics teachers-especially of statistics and training may be imparted to teachers.
- (iii) Sh. AVLJ Rao, DC Jammu suggested that the contractual teachers who are supposed to continue for long time in the current session may also be allowed to attend the short duration workshops this year and paid TA/DA from VVN fund.

These proposals were agreed to by the house.

i) Preparation of support materials for class IX, X, XI and XII.

Study materials are already with the Regional Offices. Materials for SA -I as well as for SA -II should be published by the region and given to students latest by the last week of August.

ii) Appointment of Contractual Teachers.

A. Shortage of teachers this year is necessitating services of contractual teachers for quite long time.

To ensure qualitative teaching it should be ensured that contractual teachers have competence to teach properly. Hence the Principal/Vice Principal should have proper supervision of their classes. Feedback should also be taken from the students and necessary guidance and support should be given to the contractual teachers to get the best out of them.

B. Training programme/workshop for teachers of Economics, Mathematics and Accountancy framed as special module by ZIET, should also be provided to contractual teachers this year and they should be provided TA/DA for attending the course this year, as appointment of regular teachers may take time.

C. If a contractual teacher has considerable competence of teaching, he may be allowed to repeat this year depending upon the need of the Vidyalaya under intimation to KVS Regional Office concerned.

D. The contractual teachers in subjects like Commerce/Economics, if appointed in schools having single section of class XI, should be given full salary even though they have 18/9 period respectively and asked to stay for full day and their services should be utilized by the Principal for other useful work in the Vidyalaya.

- E. If necessary, services of contractual teachers may be utilized along with a regular teacher, for escorting purposes (in case of dire need and acute shortage of regular teachers)

iii) Virtual Classroom/Video Lectures

DC (NG)

a) KVS has shortage of teachers in all regions and it is of great concern to all stake holders. To mitigate the problem, KVS is considering the use of Virtual class room and Video lectures. Quite a good number of video lectures have already been prepared and provided to Regional Offices to be used in the schools during 2012-13. Soon a feedback report of the same should be provided to EDP-Cell of KVS (HQ) so that further steps for further use and development may be planned.

b) During the visit of some of the Vidyalayas, Additional Commissioner (Academics) Dr. Dinesh Kumar, noted that it was not in use, rather it was not traced in many cases. The Principals should take initiative to ensure that they are used properly.

c) Efficient and sincere teachers may be selected as resource persons and CD or video recording of their lectures may be sent to the region for use in the schools where the need exists.

iv) ENHANCED WORKING HOURS & ITS USE

DC (NG)

Apart from the instructions already circulated by KVS (HQ) the following also must be incorporated during the extended hours.

- (a) Training of teachers by master trainers on adolescent education programme and gender sensitization.
- (b) Training for efficient and smooth use of e-classroom i.e. Interactive board and computer.
- (c) Development and sharing of e-content prepared by the teachers/students/other resources.
- (d) Correction of note-books, assignments, project work etc. should be done.
- (e) Conduct of subject committee meeting.

(v) BENCH MARKING OF LABS**DC (NG)**

Benchmarking of various Labs was forwarded to all Regions for further dissemination to the KVs vide this office letter No. F.11019-02-2010-KVS(HQ)/Acad. Dated 08.02.2012. Action taken regarding implementation of the same in the KVs was called from the Deputy Commissioners vide this office letter No. F.11019-02-2010-KVS(HQ)/Acad. dated 27.03.2012. Status report needs to be sent by the DCs after fulfilling the criteria.

KVS, Kolkata region has made a new list of Benchmark for Labs, which should be sent to KVS (HQ).

Commissioner desired that the laboratories must be equipped with sufficient, modern working instruments. He further stressed that the quantum of practical work should be proportionate to the theory classes and they should go side by side as it is part of development of knowledge and understanding.

vi) Venue for Social Science Exhibition cum National Integration Camp – 2013

It was decided that the venue will be Agra.

JC (Acad)**vii) Venue for KVS National Science Exhibition and KVS National Science Congress-2013**

It was decided that the Venue will be Bhubaneswar.

JC (Acad.)**viii) Introduction of 4 new vocational courses for class IX (level-I) -JC (Acad.)**

For class IX, KVS has decided to opt-

- a. Retailing
- b. Information technology.

It may be opted as :

- 1) VI compulsory subject or
- 2) VI Additional subject
- 3) Time - 140 classes (40 minutes)

Theory = 30marks

Practical= 70 marks

Curriculum available on CBSE site.

General curriculum Hindi/English/Sci./Maths/SSt. to remain unchanged.

Detailed internal discussion required on what KVS will opt for next year at X, level-II

Item No. 3 - Training & Supervision

JC (Trg.)

1. Annual Academic Supervision of Kendriya Vidyalayas

- 1) Two Annual supervision/inspection of the Vidyalaya is essential in a session. The supervision should be done seriously and comprehensively.

Provision of safe drinking water, fire safety measure, separate toilets for boys and girls, easy and comfortable passage for physically challenged students and toilet with special provision for them, beautification of school campus and maintenance of school building should be carefully inspected.

Classes of contractual teachers too should be inspected by the team of inspectors and the record of regular supervision of classes by the Principal, Vice Principal, HM be maintained. Class of both regular and contractual teachers should be monitored.

- 2) The Dy. Commissioners should send the reports after completing the Proforma E. No entries should be left blank.

Proforma E should be submitted on quarterly basis. The reports should clearly indicate the action to be taken at KVS(HQ) level so that the needful could be done as far as possible, well in time. Submission of nil report should be avoided.

ii) Effective Implementation of CCE

CBSE has empanelled certain agencies as trainers for providing training. They are providing training by charging Rs. 743/- per teacher for two days.

Commissioner, KVS asked to explore possibilities and for providing school based training to KV teachers by hiring CBSE empanelled agencies.

iii) Absenteeism in in-service courses

JC (Trg.)

1. The absenteeism in the in-service course has been viewed seriously. It has been decided to withhold the increment of the teacher absenting from the in-service course. The increment be granted to teachers after undergoing In-service Course (Training).
2. It was also decided to reduce the duration of in-service course (No. Of days). The training (in-service course) should be conducted in one spell only. The exact number of days of training will be decided later on after reviewing the provisions for training.
3. The Principal who carelessly refers (sponsors) the names of teachers for training, who have already attended the training in preceding six years, should be taken to task (issued warning letters) for their carelessness, as it causes great inconvenience to the managers of training and the teachers concerned.
4. Venue for In-service course should be identified on well connected routes (places) keeping in views the weather conditions.

Item No. 4 - ICT and Other Issues

1. Staff Strength

DC (Acad.) (P.K.K.)

The following shortcomings have been observed in the proposals received from KVS Regional Offices for sanction of staff strength in KVs.

- a) Some KVs do not send proposal in the prescribed proforma.
 - b) Proposals are not scrutinized properly at the regional level
 - c) Information is not forwarded by the Regional Office in the prescribed Proforma-A, meant for staff sanction.
 - d) Proposal is not received in KVS(HQ) in time.
 - e) Consequential growth, availability of infrastructure, bulging of sections, if any, is not checked properly while proposing new streams/sections.
 - f) Many a time proposal is submitted without approval of the Chairman, VMC.
 - g) Additional posts in any category of teaching and non-teaching staff are not accurately calculated and justified as per norms.
 - h) While sending proposal for up-gradation or sanction of additional section in the project sector schools, the undertaking from the project authorities is not taken in advance regarding additional financial burden to be borne by them for such expansion.
 - i) A comprehensive analysis of availability of infrastructure, workload on various categories of teachers is not being kept in mind while sending the proposal for opening of new section.
 - j) Frequent requests for change in staff sanction should be avoided.
-
- 1) It was pointed out that in many cases Principals are sending application for creation of new post/staff sanction directly to KVS (HQ). All such requirements should come through the Dy. Commissioner with complete information regarding need/ availability of infrastructure supported by the VMC explaining the reason for creation of new section/stream.
 - 2) For starting new course permission should be sought well in advance giving all information in details.

II. EQUIP (VI-VIII) ensuring quality in upper primary (CMP VI-VIII)

DC (Acad.) (NG)

- 1) The Principal/Vice-Principal and Sr. Teachers should supervise the class.
- 2) Status of teaching/learning activities in different sections of a class in the school should be discussed.
- 3) Teacher should have complete knowledge of curriculum and the development of syllabus should be done accordingly. The teacher should evaluate the learning outcome through CCE activities.
- 4) Materials for CMP (VI-VIII) should be developed at school/cluster level and feedback from the practicing teachers and students should be properly co-ordinated so that the targets set in CMP are achieved.
- 5) There should be a provision for Junior Science Lab. in every school.
- 6) Children passing Class V should be given 15days readiness programme or bridge course for basic Maths. and English language.

III. Establishment of E-classrooms

DC (Acad.) (NG)

KVS has established 500 E-class rooms in various regions and is on the way to establish 750 more E-classrooms so that a parity can be obtained among 25 regions to have 50 class rooms in each regions with 5 schools having 10 class rooms each. Many regions of KVS have got approval and sanction for more e-class rooms.

Establishment of E-content

- Using of e-content prepared by KVS, compiled & distributed by ZIET-Chandigarh, Mumbai & Chennai was to be discussed.
- The contents have been discussed in joint meeting of representatives from NVS, NCERT (CIET) and CBSE. They have expressed satisfaction. A status report has been taken from ROs. A repository of E-content of various classes is also under active preparation at NCERT.

- It is emphasized that regular monitoring and reporting of usage of e-classroom and e-content should be a part of regular inspections and their follow up. Our teachers and students should be encouraged to create their own resource of e-content.
- Work-shop among the group of nearby Vidyalayas (say at cluster level) should be arranged to share the e-content developed by the teachers.
- The Principal should encourage the teachers who have developed appreciable skill in using and developing e-content and using e-classrooms provisions efficiently. The performing teachers should be given letter of appreciation by the Principals.

IV. Basic Amenities

DC (Acad.) (P.K.K.)

Kendriya Vidyalaya Sangathan is making all efforts to ensure the availability of the following basic amenities in all Kendriya Vidyalayas.

- 1) Potable drinking water
- 2) Separate facility of toilets/urinals for boys and girls.
- 3) Fire safety equipment
- 4) Barrier free access:

Wherever new stairs are to be built henceforth, as a requisite for fire safety, it should be constructed as a circular ramp to ensure barrier free access to all the floors/labs for the physically challenged persons.

V. Admission Guidelines

- i) The Admission Guidelines have been changed to comply with the order of Hon'ble High Court, Delhi regarding fresh admissions made in Class-I under RTE, Act' 2009. The RTE, Act' 2009 has been implemented in KVS from 2011-12.
- ii) The implementation of RTE, Act, 2009 may be monitored during inspection of the Vidyalaya by the officers of Regional office concerned.

- iii) It has been observed that some of the Principals have not implemented the provisions of RTE, Act, 2009 which is a serious concern. The implementation of RTE, Act, 2009 is a constitutional duty.
- iv) There is no cut-off point of CGPA for admission in class XI. Hon'ble Commissioner is of the view that every child has a right to study any subject. So a child with 4.5 or 5 CGPA may be allowed to opt Science or Commerce stream. If he/she is not able to cope up with the subject he may switch over to another stream.

VI. Accreditation of Kendriya Vidyalaya

JC (Trg./AEO) (AS)

CBSE wants every affiliated school to get accredited within three years. Hence all KVs should try to get accredited as per the guidelines to be issued by the CBSE, New Delhi.

VII. Gender Sensitisation Programme and Human Rights

DC (NG)

- a) Calendar of activities to be made at KVS, Regional Level.
- b) Training of Principals, Vice-Principals and teachers are to be planned in the school along with AEP.
- c) The master trainers of AEP should use extra-time after classes are over, for training all mentioned above, along with gender sensitization.
- d) All the teachers of every Vidyalaya should be conscious towards gender sensitization in their practice and deliberation. There should not be anything that disturbs the harmony.

VIII. Library Automation Policy

JC (Trg.)

All the Dy. Commissioners were directed to ensure that all the libraries in Kendriya Vidyalayas under their jurisdiction must be fully automated by 31st January, 2012. Subsequently, DCs have been requested to complete the job on priority basis and several letters followed by reminders and subsequent DO letter from the Addl. Commissioner (Acad.) have been issued to this effect. However,

it is observed that in some regions DCs have not paid due attention to this crucial job. With the result, many schools in every region are still running their libraries with old pattern. KVS targets at fully automated libraries in KVs where books are issued and returned using the "Bar coding system".

If there is any Vidyalaya where bar-coding has not been done till date it may be done without further delay. The issuing of books should be done through computer only.

Miscellaneous

Working Lunch:

JC (Trg.)

After thorough discussion in the light of rising prices of eatables, it was decided to raise the amount of working lunch from Rs. 100/- to the Rs. 300/- per head. The details of amount to be spent on lunch, tea (twice with snacks) may be worked out suitably, keeping in view the governmental norms in this regard.

Medical facilities in the Vidyalayas:

AC (AK)

It is assumed that every Vidyalaya must have engaged the services of nurse and doctor on contractual basis. It emerged in the discussion raised by Dr. V.K. Kansal that the Vidyalaya should give only first aid in case of casualty or suddenly emerged problem and no medical treatment. However parents should be contacted and informed about the ailment. In case of any serious complication the child should be rushed to local hospital under intimation to the parents and doctor engaged by the Vidyalaya.

ADMINISTRATION

- 1 **Safety and Security of buildings**-264 KVs are functioning in temporary building of which some are not in good condition. Who ensure safety of students and staff in the temporary building, the matter pertaining to obtaining Safety Certificates issued by the competent authority in respect of the Vidyalayas functioning in temporary has been discussed.

- It has been decided that the safety certificates of temporary buildings provided by sponsoring authority will be obtained by the Deputy Commissioners and kept in their custody. In cases where the temporary buildings are not safe, the Deputy Commissioner of the particular Region, should take up with sponsoring authority for necessary action.

The matter of KV Surda was discussed and decided to take up with sponsoring authority to provide the suitable alternative accommodation failing which KV will be closed.

- 2 **Constitution of Vidyalaya Management Committee (VMC)** - During the year 2010-11, 2011-12, 2012-13 & 2013-14 113 new Kendriya Vidyalayas, beside some more KVs in Project/IHL Sector have been opened. The Vidyalaya Management Committees in some of these KVs have not been constituted so far. In some of the cases the 14th member with construction background (at least of the rank of Executive Engineer from CPWD/State PWD/MES) is not forwarded while submitting the proposals.

- It has been decided that where the regular VMC has not been constituted so far the same may be done by 20.09.2013. Where the 14th Technical member of Executive Engineer level is not available, the DC's will forward the cases alongwith their recommendations in this regard.

3 **Allotment of vacant staff quarters** -Kendriya Vidyalaya Sangathan has constructed staff quarters in the campuses of Vidyalayas /ZIETs/ROs. It has been observed that the staff quarters specifically of Type I & II are lying vacant due to non-availability of entitled employees. It was made clear during the course of deliberations that the quarters constructed are to be maintained properly as well as allotted to the eligible category of employees so as to avoid revenue loss to KVS. As such it is expected that all Regional Offices have to adhere to the instructions issued time to time from KVS Headquarter and must allot these quarters to the eligible category employees in terms of KVS, (Allotment of Residence) Rules, 1998.

- The Commissioner, KVS desired that the position may be reviewed in terms of demand and supply and the concrete suitable proposal be sent for conversion of Type-I to II and so on to KVS Hqrs by 31.10.2013.

4 **Proposal for opening of new Kendriya Vidyalayas -**

While examining the proposals received through Regional Offices of KVS, it has been observed that most of the Regional Offices are simply forwarding the proposals which are incomplete particularly in **Annexure-I & II**, the process was thoroughly discussed and Deputy Commissioners were requested to examine the same with reference to set guidelines fixed by KVS and sent with his or her specific recommendations, also without his or her specific recommendations to avoid further correspondence.

- Commissioner desired that the status position of proposals duly completed in all respect may be sent by 10.09.2013.

5 **Kendriya Vidyalayas functioning in rented accommodations -**

Till reported four Kendriya Vidyalayas i.e. Jaitpur, Dwarka, Rameshwaram and Bhimtal were running in rented accommodations.

- During deliberations it is informed by the Deputy Commissioners that at present only KV Jaitpur is functioning in rented building. The Deputy Commissioner, KVS, RO, Ahmedabad has been advised to pursue the matter with the sponsoring authority to provide rent free accommodation.

6 **Status note on pending grievances-**A monthly report is required to be submitted to the Ministry of HRD on the status position of pending grievances in the name of Headquarter Office/ Regional Office Hqrs. While reviewing the pending grievances it was observed that in some cases particularly personal claims, service related matters and matters of pensionary benefits are not being attended on priority basis.

- It has been decided that the pending grievances may be settled as early as possible and a status note on the pending grievances may be submitted by 10.09.2013.

7 **Disposal of grievance received through CPGRAMS -** This office has received 552 grievances and as on date 78 grievances are pending on CPGRAM. The Region wise and section wise list is placed in the Deputy Commissioners Conference. The DSEHE has emphasized that the grievance relating to pensionary benefits and other service matters may be disposed on priority basis. All Deputy Commissioners and Branch Officers of KVS HQ are requested to pay attention and dispose the remaining 78 cases also immediately.

- After deliberation it has been decided that the pending online grievances may be disposed by 10.09.2013 by all the Deputy Commissioners and Branch Officers of KVS Hqrs.

Further, it was also decided that the grievance, if nay to be sent to any other RO or Hqrs it should be forwarded only online and no hard copy is to be transferred as there is no provision for such transfers of hard copy.

8 **Implementation of Annual Performance Assessment Report**

(APAR) - While examining the representations received from employees against the remarks/marks in their APAR it has been observed that the APARs are being assessed in a casual manner, whereas, the APAR are the most important document related to career of an individual. Hence the reporting/reviewing officers be apprised by allotting a time slot during Principal Conference and the time schedule for reporting, reviewing and communicating the adverse remarks be ad-hered to strictly.

- The APAR's of the Regional Offices (except RO Patna and Banaras) for the year 2012-13 in respect of ACs, Principals, AOs, SOs have not been received upto 08.07.2013.

It has been decided that the Deputy Commissioners should complete the process of APAR for the year 2012-13 on priority and in future the APARs of Principal Grade-II and Principal etc. be sent to KVS Hqrs, New Delhi after retaining the photocopy at Regional level for record and another copy for distribution to individual.

9 **Annual Administrative inspection of Regional Offices by Officers of KVS Headquarters -**

Annual Administrative Inspection of some Regional Offices has been carried out by KVS Hqrs.

- It has been decided that the Deputy Commissioners' will submit their suggestions, if any, by 31.08.2013.

10 **Review of Education Code** - The Education Code for KVs has been reviewed and incorporated the changes/decisions taken upto 94th BOG meeting. The draft Education ode is placed on KVS website the comments, corrections, addition, deletions of all stake holders on the draft EC.

- It has been decided that the correction in the revised draft Education Code, if any. Should be submitted by 31.08.2013 by all Deputy Commissioners, Branch Officers and dealing hands of KVS Hqrs for their incorporation in the draft Education Code.

ESTABLISHMENT MATTERS

S.NO	Agenda	Decision taken the conference
A	TRANSFERS OF TEACHING & NON-TEACHING EMPLOYEES	DC's were requested to issue necessary instructions to all Vidyalayas under their jurisdiction to thoroughly check the transfer application form of the employees with reference to their service records and again scrutiny at their own level and ensure that the data sent to KVS (HQ) is complete in all respects.
B	VACANCY POSITION	DC's were requested to submit the Monthly Vacancy Position -State-wise/Post-wise in the latest revised proforma to KVS (HQ) by 7 th of every month. Any delay in this respect should be avoided.
C	FORWARDING OF REPRESENTATIONS	DC's were requested to forward the representations of the employees with the feasibility as per the provision of the transfer guidelines alongwith availability of vacancy. The Medical cases should also be sent after recommendations of the Regional Medical Board. DC's were requested not to sent the unnecessary clarifications to KVS (HQ) office. Representations of the employees may be dealt with reference to rule position and disposed of at their own level being the competent authority. Only the representations/cases which required

		recommendations/approval from KVS (HQ) may be sent to this office.
D	SERVICE/PERSONAL MATTERS OF STAFF	It is reiterated that the cases related to emergency Medical Bills, Pro-rata pensionary benefits, counting of past service, grant of lien, change of Home Town & Compassionate Appointment should be forwarded to KVS (HQ) after careful examination as per the check-list to avoid delay in disposing of such cases.

Agenda	Minutes
Preparation of combined seniority list of TGTs/PRTs AS ON 1.4.2011	DCs were advised to ensure accuracy in submission of data for the purpose of preparation of All India Seniority list, DPCs, granting of selection scale etc for teaching and Non-teaching staff. They were requested to instruct the Principals and office staff to provide correct data after checking the records available with them in this regard to avoid delay in disposal of welfare measure activities.
Grant of Selection scale of all categories	All DCs were asked to furnish the relevant data for considering teachers cases for selection grade with necessary inputs from their service records to avoid mistakes in the data.
Promotion from the post of PRT to HM for the year 2013-14	All DCs were requested to send correct data including copies of ACRs/APARs for considering promotion cases. If ACRs/APARs are not available than work and conduct certificate should be issued by the Deputy Commissioners.

VIGILANCE

1. DISCIPLINARY CASES PENDING IN KVS AS ON DATED:-

- a) A total number of 37 cases are pending for more than 02 years out of which 09 cases being the highest, pertains to Jabalpur Region.**
 - b) There are 15 disciplinary cases under Rule 16 of the CCS (CCA) Rules, 1965 pending out of which 09 cases, being the highest, in Bhubaneswar Region.**
 - c) A total number of 88 disciplinary cases under Rule 14 of the CCS (CCA) Rules, 1965 are lying pending out of which 11 cases, being the highest, in Delhi Region.**
 - d) 24 Employees are placed under suspension, out of 24 cases, 06 pertain to Bhubaneswar Region.**
- As regards, the suspension case of the employee is concerned, all Deputy Commissioners were apprised that as far as possible the charge-sheet should be served immediately after the suspension and the review of the suspension should be done as per CCS (CCA) Rules, 1965.
 - All the Deputy Commissioners being the Disciplinary Authority were also advised to take all steps/efforts to conclude the disciplinary cases under Rule-14 & 16 in a time bound manner. The progress of the cases should be monitored and the inquiry proceedings should be completed expeditiously. For Rule-16 Cases, as far as possible Principals & Assistant Commissioners should initiate necessary action so that the appeal, if any, can be disposed by the Deputy Commissioner concerned at the earliest. Such a strategy would help in speedy disposal of the cases as well as reduce unnecessary correspondence with KVS (HQ).
 - Cases Pending for a year or more should be given top priority and disposed at the earliest. Special care should be taken with regard to the employees retiring in near future.

- The Commissioner, KVS expressed concern over the large number of disciplinary cases lying pending for more than 02 years. The Deputy Commissioners were asked to take steps to ensure the finalization the disciplinary cases within a stipulated time.

2. Monthly Report of Disciplinary Cases:

All the Deputy Commissioners were requested to submit the summary of disciplinary cases to the vigilance section of KVS (HQ) by 5th of every month in the prescribed format positively through e-mail followed by hard copy. The Deputy Commissioners of newly constituted regions being the defaulters, were requested to pay attention to this aspect.

3 Appeal, Revision/Review Cases:

All DCs were requested that as and when appeal is received from the individuals and if the same is to be disposed at KVS(HQ) level, the case should be forwarded invariably with the following documents:-

- a) Brief History of the Case
- b) Disciplinary Case file in Original
- c) Fact Sheet (i.e. Bio data of the Appellant)
- d) Certified Copy of Service Book of the Appellant
- e) Photocopy of ACR Dossier for the last 05 years, duly attested

While disposing the appeals, the Appellate Authorities at KVS(HQ) observed that in a few cases reasoned & speaking orders are not passed by the Disciplinary Authorities (DC/AC/Principal as the case may be). In some cases, penalties imposed upon the Charged Officer are not as per CCS (CCA) Rules, 1965 and the appellate and review authorities are forced to set aside such orders. Accordingly, all the Deputy Commissioners were advised to exercise due care while passing orders and following instructions should invariably be taken note of.

- I. The order passed should be reasoned and speaking.
- II. The relevant rule under CCS (CCA) Rules, 1965 should be quoted in the penalty order.
- III. The prescribed penalties only should be imposed as per provisions of Rule 11 of CCS(CCA) Rules, 1965
- IV. Penalty imposed should appear commensurate with the gravity of charges/misconduct.

4 Sexual Harassment Cases under Art. 81(B) of Education Code for KVs:

As it has been observed at KVS (HQ) level that the proposals to proceed under 81(B) are still being received without following proper steps/procedure at KV/Regional Office Level and this consumes a lot of time at KVS (HQ) level in otherwise avoidable correspondence with RO and hence the issue gets delayed, all Deputy Commissioners were requested to adhere scrupulously to the prescribed procedure/guidelines issued by KVS (HQ) from time to time. Further the issues like Private tuitions, corporal punishment etc. not directly related to immoral sexual behaviour towards students as specified in Art. 81(B) of Education Code of KVs should not be incorporated in the proposal submitted to KVS (HQ) in this regard. The issues like private tuitions, corporal punishment etc. are to be dealt with separately under CCS (CCA) Rules, 1965, if deemed fit, by Disciplinary Authority.

FINANCE

FINANCE

1. Importance of submission of monthly accounts to the KVS (HQ)

KVS (HQ) usually gets statement of accounts from Regions on quarterly as well as yearly basis but it is necessary to get monthly accounts also. The essentiality of submission of monthly accounts by RO's to KVS (HQ) and its consequences in delay in submission or non submission of such accounts were informed to the Deputy Commissioners. Sangathan is duty bound to submit the monthly expenditure of the preceding month to the Ministry for getting grant in aid for the succeeding month. Any delay on the part of Sangathan to furnish such a vital information may result in delay in getting funds from the Govt. of India. Therefore, it is essential for every RO to prefer monthly accounts by 15th of the following month.

Joint Commissioner (Fin.) further highlighted the provisions of General Financial Rules about the role and responsibilities of the Controlling Officers in so far as the matter related to timely rendering proper accounts of the receipts and expenditure to Govt. However, the extract of the Rule, 10 and Rule 75, GFR is reproduced here under for reference.

Rule no. 10, GFR – The Controlling Officer shall arrange to obtain from his subordinate offices monthly accounts and returns in suitable form claiming credit for the amounts paid into the treasury or bank, as the case may be, or otherwise accounted for, and compare them with the statements of credits furnished by the Accounts Officer to see that the amounts reported as collected have been duly credited. For this each Accounts Officer will send an extract from his accounts showing the amounts brought to credit in the accounts in each month to the Controlling Officer concerned.

Rule no. 75, GFR – Every officer responsible for the collection of Government dues or expenditure of Government money shall see that proper accounts of

the receipts and expenditure, as the case may be, are maintained in such form as may have been prescribed for the financial transactions of Government with which he is concerned and tender accurately and promptly all such accounts and returns relating to them as may be required by Government, Controlling Officer or Accounts Officer, as the case may be.

It was also stated that a software is being developed in KVS (HQ) for monthly statement. Once the software is successfully developed then the RO should just fill the data over it and KVS (HQ) can generate the monthly expenditure.

2. General Principles relating to expenditure and payment of Money

Joint Commissioner (Fin) pinpointed the General Principles and the propriety to be followed by the officer while incurring expenditure and payment thereof. Indeed, the provisions of Rule, 21 and Rule, 26, GFR were brought to the notice of Deputy Commissioners for strict compliance not only at their level but also to direct the audit team of RO to verify and ensure that the Vidyalayas follow such instructions while doing audit of Vidyalayas. Extract of the provisions of GFR Rule 21 & 26 are reproduced here for reference.

Rule no.21, GFR- Every officer incurring or authorizing expenditure from public moneys should be guided by high standards of financial propriety. Every officer should also enforce financial order and strict economy and see that all relevant financial rules and regulations are observed, by his own office and by subordinate disbursing officers. Among the principles on which emphasis is generally laid are the following:-

- (i) Every officer is expected to exercise the same vigilance in respect of expenditure incurred from public moneys as a person of ordinary prudence would exercise in respect of expenditure of his own money.

- (ii) The expenditure should not be prima facie more than the occasion demands.
- (iii) No authority should exercise its powers of sanctioning expenditure to pass an order which will be directly or indirectly to its own advantage.
- (iv) Expenditure from public moneys should not be incurred for the benefit of a particular person or a section of the people, unless –
 - (a) A claim for the amount could be enforced in a Court of Law, or
 - (b) The expenditure is in pursuance of a recognized policy or custom.

In regard to item (ii) it was further informed that if expenditure demands more amount then prior approval of competent authority of RO/HQ should be obtained well in advance. Additional Commissioner (Admn) intervened and added that Ex-post facto approval will be accorded only in exceptional cases provided detailed justification is offered by the subordinate authorities.

Rule no.26, GFR– The duties and responsibilities of a controlling officer in respect of funds placed at his disposal are to ensure:-

- (i) That the expenditure does not exceed the budget allocation.
- (ii) That the expenditure is incurred for the purpose for which funds have been provided.
- (iii) That the expenditure is incurred in public interest.
- (iv) That adequate control mechanism is functioning in his department for prevention, detection of errors and irregularities in the financial proceedings of his subordinate offices and to guard against waste and loss of public money, and
- (v) That mechanism or checks contemplated at (iv) above are effectively applied.

In the case of item no. (i), when the expenditure exceeding the budget allocation then it is to be diverted from Plan Head to Non Plan Head. During the course of discussion the issue of outsourcing of manpower resources in RO was raised by Deputy Commissioners. Joint Commissioner (Fin.) explained that the internal audit job earlier outsourced to Private Agencies has since been withdrawn and it is for every RO to complete cent percent audit work. However, it was suggested that Deputy Commissioners may identify the areas of work which can be outsourced at RO level.

In the meanwhile, Commissioner, KVS intervened and directed Joint Commissioner (Fin.) to examine the circular issued by the Sangathan some time in 2010 in connection with outsourcing of manpower. Commissioner, KVS further directed the DC, KVS RO, Ranchi to submit a detailed proposal for appointment of retired staff as consultant in the Kendriya Vidyalaya/ RO/ KVS (HQ).

3. & 4. Proposed financial Ceilings of Expenditure under VVN at Vidyalaya level.

The revised financial limits up to which the expenditure can be incurred at the Vidyalaya level out of the VVN account was taken up in the conference for discussion by Joint Commissioner (Fin.). Commissioner, KVS suggested that the financial ceilings proposed may be circulated separately to the Deputy Commissioners of the Regions at the first instance for perusal and submission of report to KVS (HQ).

5. Major Audit Paras raised by AG Audit in the Accounts of KVS.

Joint Commissioner (Fin.) informed in the conference that inspection reports received from the state AG in respect of Kendriya Vidyalayas should be processed and compliance obtained from the Principals of the Vidyalayas for further submission to AG Department. In the case of audit report pertaining to

Regional Office compliance may be submitted to AG Department after examination of report. However, half yearly consolidation of the pending paras in detail Vidyalaya wise may be submitted to KVS (HQ).

Persistent irregularities pointed out in the A.G. Audit report of the Kendriya Vidyalayas/ Regional Offices were also briefed to the Deputy Commissioners. However, those points are reproduced here under:.

1. Construction work has been completed. Balance amount not refunded by the Construction Agencies. In this connection RO's are requested to intimate the school wise amount recoverable from various construction Agencies by 19.08.2013 to the KVS (HQ).
2. Construction work has been completed. But the Final accounts for the works have not been submitted by the Construction Agencies. RO's should follow up with the construction Agencies to obtain the Accounts for its adjustment in the KVS account.
3. Amount deposited with construction agencies are not monitored for settlement resulting in huge deposits with the Construction Agencies at the end of each Financial Year.
4. Poor Financial Management resulting in loss of interest Surplus funds should be identified and invested in short term deposits so as to earn maximum interest. All Regional Offices are maintaining various savings Bank accounts which should be switched over to sweep in sweep account as per the instructions issued by KVS (HQ).
5. Loss of interest to Sangathan due to non levy of penal interest from Projects: In case the Project authorities fail to remit the funds in time and there is a delay in disbursement of salary to the staff of the Kendriya Vidyalaya, the project authorities shall be liable for payment of Penal interest @ 2% per month. The penalty clause is not enforced resulting in loss of interest to Sangathan.

6. Advances paid to various officials/ Kendriya Vidyalayas for making expenditure on sports activities from RSCB but not settled.
7. Advances paid from Bharat Scouts and Guides but not settled.
8. Non settlement of Contingent/ TA/ LTC advances.
9. Non maintenance of GPF Broad sheet.
10. Non maintenance of Pay Bill Register. MIS should be taken from the UBI web portal and pasted it in the Pay bill register.
11. Non maintenance of Register of assets. Individual assets costing Rs. 10000 or more should be entered in the asset register.

6. Details of outstanding paras of AG audit in respect of Kendriya Vidyalayas as on 30.06.2013.

Joint Commissioner (Finance) informed in the conference that altogether there are 3858 paras remain outstanding as on 30.06.2013 as per the data submitted by various Regional Offices including ZIETs. Delhi (513)*, Bhubaneswar (430), Jammu (319), Jaipur (254), Guwahati (245) and Kolkata (227) are among the leading Regions with highest numbers. Audit Adalat is the only mechanism through which the number can be brought down by the Regions. In fact, through Adalats the number of Internal Audit observations has been brought down from 9000 to 7000 approximately. Deputy Commissioner of all Regions particularly **Delhi, Bhubaneswar, Jammu, Jaipur, Guwahati and Kolkata** may therefore, conduct as many as Audit Adalats to reduce the number. Meanwhile Commissioner, KVS intervened and suggested to carryout a detailed exercise of age wise Analysis of outstanding Audit paras.

7. & 8. Service tax and service tax registration with the Tax Dept.

As per the Govt. orders dated 20.06.2012 service tax is payable by the service receiver as well as by the service provider. Registration with service tax department is mandatory and as such, the Vidyalaya who are receiving various services (contract for security services, contract for housekeeping, contract of

supply of manpower) to complete the registration with the service tax dept. Need for obtaining separate PAN for all the ROs, ZIETs and Vidyalayas were emphasized.

The service tax registration process and various check lists required for registration is given therein the Agenda which may be perused for compliance.

9. Statement showing the details of funds remitted by KVS (HQ) and the amount uploaded by the concerned Regional Offices (NPS).

The Joint Commissioner (Fin.) informed that all RO's are expected to prefer their monthly CPF/GPF to the Sangathan to identify the quantum of surplus funds available in the provident fund account for its timely investment to get as much as revenue in the form of interest or dividend etc.

As per the Govt. guidelines, interest @8.7% p.a. is payable to the subscribers towards interest. This is possible only if the timely and profitable investment is made by the Sangathan to meet the committed liability.

Further the uploading trend towards NPS current contribution towards the 1st quarter period revealed that Regions could upload NPS remittance to NSDL unit to an extent of an average rate of 55%. The performance is extensively dismal and subscribers may not get the expected return as devised by the Govt. Commissioner, KVS intervened and enquired about the following:-

- i) Cause and effect for dismal performance achieved by the Regions in the matter of uploading of current contribution.
- ii) Reasons as to why Regions such as Jaipur, Lucknow, Ranchi and Tinsukia failed to furnish the uploading data (01.04.2013 to 30.06.2013) to KVS (HQ) in time before the commencement of the conference.

At last Commissioner, KVS directed all Deputy Commissioners to ensure uploading of current contribution by 5th of the following month otherwise the subscribers may lose interest.

10. Statement showing the available of funds as on 30.06.2013.

Sangathan issued instructions to all Regional Offices to watch the flow of funds every month so as to retain minimum funds in their hands. However, it is seen from the data received from RO's as on 30.06.2013, that as many as nine Regions retained excessively higher amount. The Deputy Commissioners of the Regions viz Bangalore, Bhubaneswar, Ahmedabad, Dehradun, Lucknow, Raipur Varanasi, Jammu, and Chandigarh may monitor the funds position carefully before seeking grants for imprest from KVS (HQ).

Further, most of the Regions are not getting funds from the Projects resulting to diversion of Govt. grants for payment of salary to staff. Around 7 crore was diverted from Govt. grants in the year 2011-12. Public Accounts Committee made adverse remarks about the delay in getting funds from Projects. Deputy Commissioners may therefore meet the project heads in person to sort out the issue and arrange to get the funds for payment of salary to the staff working in the Project Kendriya Vidyalayas.

11. New Pension Scheme.

Mr. Anoop Agarwal, Manager NSDL, Mumbai dealt with the holistic view of NPS analysis in the conference such as its milestones, key statistics on CRA operations, new development of CRA system, subscriber registration, status of contribution credit for subscribers besides NPS trust, investment growth etc. He stressed two important points in the conference:

1. Registration of individual subscribers.
2. Timely remittance of funds to the trustee bank.

WORKS

WORKS

ITEM – 1 : To review the status position of transfer of land:

(A) : KVs where school building have been sanctioned on the undertaking given by State administration but formal sanction of State Govt. for transfer of land on permanent grant basis free of cost is awaited.

While initiating deliberations, Additional Commissioner (Admn.), KVS has clarified that **KVs where school building have been sanctioned on the undertaking given by State Administration but formal sanction of State Governments for transfer of land on permanent grant basis free of cost is awaited.** All the Deputy Commissioners were asked to follow up with the sponsoring agencies to obtain the sanction order as per mandate.

During the course of discussion some of the regional heads pointed out about some discrepancies in the list furnished with agenda item. Additional Commissioner (Admn.), KVS directed both KVS Works Division and Regional Heads to reconcile the status of these cases and submit the correct status within 15 days time.

(B) KVs where school buildings have been approved in principle but the sanction order/undertaking from State Government for transfer of land on permanent grant basis free of cost is yet awaited.

After identification of plot of land by State Government and on receipt of recommendations of site selection committee headed by Deputy Commissioner of the Region, KVS approved the construction work of school building and staff quarters for the following two KVs in principle pending receipt of undertaking from State Government to save time.

- (i) Kendriya Vidyalaya, Jetpur (Gujarat)
- (ii) Kendriya Vidyalaya Simdega (Jharkhand)

Deputy Commissioners, RO concerned were requested to intimate the present status and action taken by them in expediting sanction order for allotment

of land on permanent grant basis or submission of the undertaking for the above said KVs to enable KVS to issue AA&ES and release first installment of fund for start of work.

(C) KVs where land identified & planning action initiated awaiting lease/undertaking from State government for transfer of land on permanent grant basis free of cost.

As on date, in respect of 109 KVs where land has been identified, pending execution of lease deed/receipt of sanction order for allotment of land on permanent grant basis free of cost or the undertaking, planning action has been initiated by KVS by entrusting construction work to different agencies with the request for submission of preliminary drawings and estimates for approval of KVS to save time.

All Deputy Commissioners were requested to intimate the present status of handing/taking-over of land in each case & execution of lease deed/submission of undertaking from State Government.

(C) KVs where land is yet to be identified.

Additional Commissioner (Admn.), KVS has expressed his concern on the delay in identification of land in respect of 67 KV's. He has directed that concerted efforts are required to be made at Regional Offices level by closely liaising with the sponsoring agencies to get the suitable plot of land identified.

In this connection all the Deputy Commissioners were requested to carry out the inspection of site personally along with other team members and submit specific recommendation of site instead of simply forwarding it for acceptance by KVS. While recommending the site Deputy Commissioners must ensure that essential facilities required to run the Vidyalaya smoothly i.e. potable water supply lines, electricity, approach road etc. are available at site. The site must be free from encumbrances like old & dilapidated structure, HT/LT line and trees standing

thereon etc. Further, the mode of transfer of land (i.e. either on lease basis or permanent grant basis) and location of the site i.e. Urban, Semi-Urban or Rural etc. Should be specifically mentioned in the proforma devised and circulated by KVS for submission of the feasibility report. Inspection of the site must invariably be carried out along with the Executive Engineer/Garrison Engineer of the construction agency so that various technical aspects relating to the construction of school building may be got examined properly and to avoid infructuous expenditure on developmental work at later stage.

Additional Commissioner (Admn.) has asked all the Deputy Commissioners that chronic cases requiring decision may be referred to KVS(HQ) separately.

ITEM NO. - 2: Status of completion of ongoing work of school buildings.

During the current financial year 2013-14, KVS has targeted 20 school buildings having progress in the range of 85% to 99% for completion. Additional Commissioner (Admn.), KVS directed Deputy Commissioners concerned to closely liaise with the respective construction agencies at their level and ensure the completion of the school buildings at the earliest as funds have been remitted for most of the works. He further stressed that completed buildings must be taken over immediately pending minor discrepancy/defects, brought out the same on handing/taking over note so that building can be put in the use and defect liability period enforced effectively.

ITEM NO.-3 :Special repair/strengthening of permanent school buildings.

(i) Monitoring of sanctioned repair works:

A consolidated list of special repair works, sanctioned by KVS(HQ) based on the recommendations of Deputy Commissioners of Regional Offices concerned has been circulated on 28.05.2013 to all Regional offices with the direction to closely liaise, monitor and interact with the Principals of the KVs/Construction agency concerned to ensure timely completion of sanctioned works.

(ii) Annual repair & Maintenance:

(a) Annual repair & maintenance of school building:

Annual repair & maintenance of school building is being carried out at Vidyalaya level out of VVN under the over all super vision of Executive Committee as per procedure to maintain Vidyalaya assets and to avoid inconvenience to the students. A/R & M/O is essential to minimize need of special repair. Hence Principals of KVs should be sensitized on the issue.

(b) Annual repair & maintenance of Staff Quarters:

KVS has allocated a sum of Rs. 68715900/- for carrying out annual repair & maintenance of 10576 units of staff quarters located in 590 Kendriya Vidyalayas under 25 Regional Offices for the year 2013-14.

All Deputy Commissioners were asked to ensure that funds are utilized proportionately for all the quarters for civil & electrical works so that repair of all staff quarters is carried out and to minimize the problem to the residents/staff.

(iii) Safety & Security:

Additional Commissioner (Admn.), KVS reiterated that a number of times, Sangathan has issued directions to Regional Offices to ensure that all school building and staff quarters under the region must be got inspected by an officer of the rank of Executive engineers/CPWD or State PWD in respect of KVs functioning in civil sector and by the Garrison Engineers/MES in respect of KVs functioning in defence sector and obtain safety certificate for all KVs either functioning in project sector/IHL/temporary building provided by Sponsoring Agencies or in the permanent school buildings constructed by KVS(HQ).

In respect of KVs running in unsafe accommodation, provided by the sponsoring agency IHL/project authorities, the matter must immediately be brought to the notice of the Chairman, VMC to arrange either alternate safe accommodation for functioning of KV or to undertake retrofitting works timely

and certify the building safe. Similarly, in respect of KVs functioning in their own permanent school buildings, constructed by KVS, if found unsafe, it must be immediately brought to the notice of the KVS(HQ).

In this connection it is impressed that no KV should be allowed to run in the buildings found unsafe.

Similar action is also required to be taken for the residential accommodation.

(iv) New proposals relating to Special Repairs:

Due care must be taken while forwarding such estimates to KVS(HQ) that essential & inescapable special repairs are catered in the estimate so that maximum number of school could be covered. The minor repair/replacement of damaged fittings/fixtures of school building viz. Switches, Sockets, damaged fans, Tube & Glass, flushing cisterns, wash basin, doors & window shutters, broken glass panes, patches of plaster/floor should be carried out under overall supervision of Executive Committee of KV as per procedure out of VVN.

(v) Settlement of Account:

(a) Special repairs of school buildings & staff quarters etc.

Additional Commissioner (Admn.) highlighted the issue of delay in taking up sanctioned construction and repair works and their successful completion. He has informed that in a number of KVs even after sanction of proposal by KVS(HQ), Monitoring Committee is not formed at Vidyalaya level to monitor the work, resulting delay in taking up and completion of work.

All Regional Heads were directed to ensure effective monitoring of construction and special repair works both at Regional Offices and school level so that work are timely completed. On completion of work, submission of completion report, final expenditure statement and no defects certificate duly signed by Principal must be ensured to settle the accounts.

(b) Annual repair & maintenance of staff quarters located in KVs /ROs/ZIETs during the year 2013-14.

All Deputy Commissioners of Regional Offices are to render the accounts of the grants of A/R&M/O staff quarters located in ROs/ZIETs sanctioned by KVS(HQ) for the year 2013-14. Similarly imprest advance sanctions for petty repairs of RO/ZIET must also be settled.

Unspent balance, if any, along with completion report and financial expenditure statement, may be refunded to KVS (HQ).

ITEM NO. - 4: To review the adjustment of amount deposited with construction agencies:

Additional Commissioner (Admn.), KVS reported that this issue is being deliberated in Deputy Commissioner's Conference for the last several years with the clear direction from KVS(HQ) to sensitize the Principals of all KVs concerned to capitalize the amount to the extent shown as expenditure by construction agency in the monthly progress report out of the total amount deposited with the construction agency against the particular work. But, despite of clear directions from KVS(HQ) in Annual Accounts, KVS for the year 2012-13 a sum of Rs. 179.11 crore has been shown as deposit with the construction agencies.

He further stressed upon that it is merely a book adjustment and should be carried out at Vidyalaya level, work-wise regularly as per the monthly progress report till completion and settlement of accounts.

All Deputy Commissioners are requested to carry out book adjustment to bring down the figure shown as deposit with construction agency to avoid unnecessary audit objections.

राजभाषा नीति का कार्यान्वयन

उपायुक्तों की संगोष्ठी में राजभाषा नीति के संबंध में सहायक निदेशक (राजभाषा) द्वारा प्रमुख बिन्दुओं पर प्रकाश डाला गया जिनका संक्षेप में उल्लेख इस प्रकार है:-

क) राजभाषा विभाग, गृह मंत्रालय, भारत सरकार द्वारा जारी किए गए वर्ष 2013-14 के वार्षिक कार्यक्रम पर विस्तार से चर्चा की गई और प्रसंगाधीन वित्त वर्ष के लिए विभिन्न बिन्दुओं के संबंध में राजभाषा विभाग द्वारा निर्धारित लक्ष्यों पर प्रकाश डाला। साथ ही यह भी जानकारी दी गई कि कम्प्यूटर पर अब हिंदी प्रयोग के लिए यूनिकोड एनकोडिंग का प्रयोग किया जाना आवश्यक है।

राजभाषा के कार्यान्वयन की दृष्टि से 'ख' क्षेत्र में वर्तमान में निम्नलिखित राज्य अर्थात् गुजरात, महाराष्ट्र, पंजाब तथा चंडीगढ़, दमन और दीव तथा दादरा व नगर हवेली संघ राज्य क्षेत्र आते हैं जो इस वर्ष के वार्षिक कार्यक्रम में परिवर्तन किया गया है। इसके अलावा इस वर्ष हिंदी पत्राचार 'क' क्षेत्र के लिए 100%, 'ख' क्षेत्र के लिए 90% और 'ग' क्षेत्र के लिए 55 % लक्ष्य निर्धारित है तथा सभी से आग्रह किया गया कि अपने अधीन क्षेत्रीय कार्यालय और केंद्रीय विद्यालयों में इस वर्ष के वार्षिक कार्यक्रम का अनुपालन सुनिश्चित करवाएं और वर्ष के अंत में मदवार अनुपालन रिपोर्ट भिजवाई जाए।

ख) संसदीय राजभाषा समिति की प्रश्नावली में उल्लिखित विभिन्न बातों/ मद्दों पर विशेष रूप से सभी संबंधित का ध्यान आकर्षित किया गया और आग्रह किया गया कि सभी कार्यालय मुख्यतः निम्न बिंदुओं पर विशेष रूप से ध्यान दें ताकि संसदीय राजभाषा समिति के निरीक्षण के समय किसी प्रकार की कोई समस्या का सामना न करना पड़े:-

1. कर्मचारियों का प्रशिक्षण
2. कार्यालय को राजपत्र में अधिसूचित करवाना
3. कम्प्यूटरों में यूनिकोड
4. रजिस्ट्रों व सेवा पंजिकाओं में हिंदी में प्रविष्टियां

5. पुस्तकों की खरीद पर 50 % राशि हिंदी पुस्तकों पर खर्च करना
6. नियमित रूप से प्रत्येक तिमाही में राजभाषा कार्यान्वयन समिति की बैठकें आयोजित करना
7. द्विभाषी प्रकाशन
8. अधीनस्थ विद्यालयों का राजभाषा संबंधी निरीक्षण करना
9. सभी मानक मसौदे, फार्म द्विभाषी
10. विज्ञापनों में हिंदी व क्षेत्रीय भाषा को प्राथमिकता
11. द्विभाषी वेबसाइट का होना

यह विशेष रूप से उल्लेखनीय है सभी कार्यालयों को न केवल अपने अपितु अधीन केंद्रीय विद्यालयों में उपर्युक्त प्रमुख बिन्दुओं का निरंतर पालन करना चाहिए।

- ग) इसके अतिरिक्त राजभाषा नीति के संबंध में यह बात पुनः दोहराई गई कि कार्यालय में राजभाषा के उत्तरोत्तर प्रयोग को निरंतर प्रोत्साहन और प्रेरणा के द्वारा आगे बढ़ाया जाए। इसके लिए हिंदी कार्यशाला का आयोजन, राजभाषा विभाग द्वारा निर्धारित जाँच-बिंदुओं का निर्धारण और उनका कड़ाई से पालन किया जाना चाहिए।
- घ) साथ ही शिक्षा एवं प्रशिक्षण के आंचलिक संस्थानों (ZIET) के लिए भी संसदीय राजभाषा समिति द्वारा अलग से तैयार पूरक प्रश्नावली की प्रति भी सभी निदेशकों को उपलब्ध करवाई गई कि तदनुसार शिक्षा एवं प्रशिक्षण के आंचलिक संस्थानों में राजभाषा के कार्यान्वयन को सुनिश्चित करें।
- ङ) सभी उपायुक्तों को अपने अधीन विद्यालयों की हिंदी के प्रयोग की समेकित जानकारी भिजवाने के लिए मुख्यालय द्वारा तैयार किए गए नए प्रपत्र की एक-एक प्रति इस उद्देश्य से सौंपी गई कि वे नए प्रपत्र के अनुसार अपने कार्यालय की तिमाही रिपोर्ट के साथ अपने अधीन विद्यालयों की पिछली तिमाही की जानकारी भिजवाना सुनिश्चित करें।

KVS

SPORTS CONTROL BOARD

केन्द्रीय विद्यालय संगठन / KENDRIYA VIDYALAYA SANGATHAN

(Min. of HRD, Deptt. of Education, Govt. of India)

18-संस्थागत क्षेत्र / 18-Institutional Area

शहीद जीत सिंह मार्ग / Shaheed Jeet Singh Marg

नई दिल्ली - 110016 / New Delhi - 110016

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www.kvsangathan.nic.in

केन्द्रीय विद्यालय संगठन

फा.सं.F.110350/01/2011-के.वि.सं.(शैक्षिक)/खेल/पार्ट फो.-II / 324

दिनांक:- 01.08.2013

उपायुक्त

केन्द्रीय विद्यालय संगठन

सभी संभागीय कार्यालय / सभी जेड0 आई0 ई0 टी0 कार्यालय

Sub: - Minutes of the Meeting of KVS National Sports Control Board - 2013.

Madam/Sir,

Please find enclosed herewith the Minutes of the meeting of KVS National Sports Control Board-2013 duly approved by the **Competent Authority**. The Annual Meeting of KVS National Sports Control Board – 2013 was held at India Habitat Centre, Lodhi Road, New Delhi on **12.07.2013**.

The Deputy Commissioner, KVS, Regional Office, Chandigarh, Chennai and Guwahati are requested to confirm once again the dates (period) for the 44th National Sports Meet – 2013 in light of the Minutes and approved changes.

भवदीय,

कौल
01/07/13
(पी0 के0 कौल)
उपायुक्त (शैक्षिक)

Distribution to:-

1. All Members of NSCB.
2. The PS to Commissioner, KVS(HQ), New Delhi.
3. The PS to Additional Commissioner (Admn.), KVS(HQ), New Delhi.
4. The PS to Additional Commissioner (Acad.), KVS(HQ), New Delhi.

KENDRIYA VIDYALAYA SANGATHAN (HQ), NEW DELHI
(Academic Section/Sports Cell)

SUBJECT: - MINUTES OF THE MEETING OF KVS NATIONAL SPORTS CONTROL BOARD - 2013

The Annual Meeting of KVS National Sports Control Board – 2013 was held at India Habitat Centre, Lodhi Road, New Delhi on 12.07.2013 and the following members attended the meeting.

Sl. No.	Name & Designation of Officer	Post in NSCB	Sl. No.	Name & Designation of Officer	Post in NSCB
1.	Shri Avinash Dikshit, IDAS, Commissioner	Chairman	9.	Ms. Kalavathi Deputy Commissioner KVS, R.O., Bhubaneswar	Member
2.	Dr. Dinesh Kumar, Addl. Commissioner(Acad.)	Vice Chairman	10.	Shri M.P. Mahajan Deputy Commissioner KVS, R.O., Chandigarh	Member
3.	Shri M. Arumugam Joint Commissioner(Finance)	Treasurer	11.	Shri N.R. Murli Deputy Commissioner KVS, R.O., Chennai	Member
4.	Smt. V Vijayalakshmi Joint Commissioner(Acad.)	Member	12.	Deputy Commissioner KVS, R.O., Dehradun	Member
5.	Shri Dev Kumar Deputy Commissioner KVS, R.O., Ahmedabad.	Member	13.	Shri S.K. Verma Deputy Commissioner KVS, R.O., Delhi	Member
6.	Shri Jaideep Das Deputy Commissioner KVS, R.O., Agra	Member	14.	Shri Ranvir Singh Deputy Commissioner KVS, R.O., Ernakulam	Member
7.	Shri Isampal Deputy Commissioner KVS, R.O., Bangalore	Member	15.	Shri K.G. Subba Deputy Commissioner KVS, R.O., Guwahati	Member
8.	Ms. H Sanhotra Deputy Commissioner KVS, R.O., Bhopal	Member	16.	Shri S.M. Saleem Deputy Commissioner KVS, R.O., Hyderabad	Member

Sl. No.	Name & Designation of Officer	Post in NSCB	Sl. No.	Name & Designation of Officer	Post in NSCB
17.	Shri V.K. Srivastava Deputy Commissioner KVS, R.O., Jabalpur	Member	27.	Shri C Mani Deputy Commissioner KVS, R.O., Sirsa	Member
18.	Shri J.M. Rawat Deputy Commissioner KVS, R.O., Jaipur	Member	28.	Shri Ajay Pant Deputy Commissioner KVS, R.O., Tinsukia	Member
19.	Shri A.V.L.J. Rao Deputy Commissioner KVS, R.O., Jammu	Member	29.	Shri PV Sai Ranga Rao Deputy Commissioner KVS, R.O., Varanasi	Member
20.	Shri P.R.L. Gupta Deputy Commissioner KVS, R.O., Kolkata	Member	30.	Shri V. Thyagarajan Principal KV, AFS Avadi	Member
21.	Smt. Santosh Mirdha Deputy Commissioner KVS, R.O., Lucknow	Member	31.	Mrs. T. Mirinalini Principal KV-2, Kalpakkam	Member
22.	Smt. L. Chari Deputy Commissioner KVS, R.O., Mumbai	Member	32.	Shri G.K. Dwivedi Principal KV, IIT Guwahati	Member
23.	Shri M.S. Chauhan Deputy Commissioner KVS, R.O., Patna	Member	33.	Dr. P.S. Dara PET, K.V., Bina	Member
24.	Shri S.S. Rawat Deputy Commissioner KVS, R.O., Raipur	Member	34.	Ms. Nilima Gupta PET, K.V., Keshavpuram (1 st Shift)	Member
25.	Shri Manivarnan Deputy Commissioner KVS, R.O., Ranchi	Member	35.	Shri P.K. Koul Deputy Commissioner(Acad.) KVS(HQ)	Member/Secretary
26.	Shri Somit Srivastav Deputy Commissioner KVS, R.O., Silchar	Member			

2. The meeting of the Sports Control Board was convened on 12.07.2013 under the Chairmanship of the worthy Commissioner, KVS(HQ), New Delhi.

S.No.	AGENDA	DISCUSSION/DECISION TAKEN
1	<p>Confirmation of the Minutes of the last meeting of the Sports Control Board held on 06.07.2012.</p> <p>The Minutes of the last meeting of KVS National Sports Control Board held on 06.07.2012 have been circulated to all members. Since no comments have been received, the minutes may be confirmed (see Annexure-A).</p>	<p>Minutes of the last meeting held on 06.07.2012 were confirmed.</p>
2	<p>Action Taken Report on the decision taken in the last meeting.</p> <p>The 43rd KVS National Sports Meet – 2012 was held in Mumbai Region for Girls from 16th October-2012 to 21st October-2012, in Lucknow Region for Boys from 16th October,2012 to 21st October-2012 and in Delhi Region for (Skating – Boys) 24th October-2012 to 29th October-2012 as per decision taken in the last meeting. The Inter-KV Tournaments were also held in six events as per the decision taken in the last meeting. The expenditure statement for conduct of National Sports Meet has been received from Lucknow and Mumbai recently (see item -6 below) and is under process for reimbursement the reimbursement to the regions concerned.</p>	<p>The National Sports Control Board took a note of the action taken.</p>
3	<p>KVS National Sports Meet – 2013</p> <p>Based on the experience of 43rd KVS National Sports Meet – 2012 where nearly 10,000 boys and 6,000 girls from 25 regions participated, need was felt to streamline the organization of National Sports Meet. Accordingly, a committee was constituted at KVS(HQ) level to suggest possible measures, so that mass participation without compromising quality and to restrict overcrowding can be ensured.</p> <p>A detailed guidelines for conduct of 44th KVS National Sports Meet-2013 has been issued vide letter No.F.110355/01/2013/KVS(HQ)/ Sports/NSM-2013 dated 09.04.2013 (see Annexure-B). It is pertinent to mentioned that Sports Meet will now be held in a Three Tier system i.e. Regional,</p>	<p>To address the problem of rush (overcrowding) at KVS National Sports Meet, the Board decided to eliminate all games and sports events under age group-14. The Board was of the opinion that introduction of Zonal Level Sports Meet will deprive a good number of students from participation in KVS Nationals for which they get credit in professional and other admission, jobs, etc. To curtail the rush (overcrowding), it was decided to hold the KVS National Sports Meet for Boys at two different venues in Chennai and Chandigarh Regions. Chennai Region will organize Sports Meet for Group –C Games & Sports events while as Chandigarh Regional will organize sports meet for Group – A, B & D events (see Annexure-V). The KVS National</p>

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Zonal and National. This decision has been widely appreciated by all concerned however, suggestions if any for further improvement may please be discussed in the House.

The dates for 44th KVS National Sports Meet-2013 proposed by KVS, Chennai and Guwahati Regions for Boys and Girls respectively are from 27th to 30th October-2013 and the same may be approved.

Further the Zonal host regions have already fixed vide letter dated 09.04.2013 (see Annexure-B). See table below for details:-

S. No.	Name of Zone	KVS Regions (KVs) Covered	No. of KVs	Host Region
1.	North	Chandigarh, Delhi, Dehradun, Jammu, Sirsa	252	Chandigarh
2.	Central	Agra, Bhopal, Lucknow, Jabalpur, Varanasi	202	Bhopal
3.	West	Mumbai, Ahmedabad, Jaipur, Patna, Raipur	215	Mumbai
4.	South	Bangalore, Chennai, Hyderabad, Ernakulam, Bhubaneshwar	216	Bangalore
5.	East	Kolkata, Guwahati, Silchar, Ranchi, Tinsukhia	204	Kolkata

The Deputy Commissioners of the region concerned have already been requested to confirm the exact dates for the Zonal Tournaments preferably before 1st week of October-2013. Other modalities for organizing the Zonal Sports Meet has already been communicated (See Annexure-B).

Sports Meet-2013 for Girls will be held at Guwahati as decided. The Region concerned will confirm the dates for National Sports Meet-2013 (preferably around last week of October-2013) to KVS(HQ) at the earliest.

Further, it was decided that Inter-KV tournaments may be organized separately in 05 team games only instead of 09.

4 Inter KV Tournaments

KVS has been organizing Inter-KV Tournament in a few games in last two years with the objectives to strengthen the development of sports culture at Vidyalaya level. As per the guideline issued vide letter dated 09.04.2013 (see Annexure-B). The Inter-KV Tournaments have been blended into the National Sports Meet. The house may like to discuss.

The Board decided that Inter-KV Tournaments for Under-19 events in following 05 events should only be organized separately during Winter Break December/January.

Boys : Hockey, Volleyball, Basketball, Cricket, Football
Girls : hockey, Volleyball, Basketball, Throw Ball, Kho-Kho

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5 Golden Jubilee Tournament in Basket Ball

KVS is celebrating its Golden Jubilee and accordingly it has been decided to organize Basket Ball Tournament as a part of Inter-KV Golden jubilee celebrations. The detailed modalities have been issued in this regard vide letter dated 10.05.2013 (see Annexure-C).

The modalities of the Golden Jubilee Tournaments circulated earlier will remain the same except for the modification that the Zonal level tournaments will not be held. The National Tournament will be organized in December/January (Winter Break) along with other Inter-KV Tournaments.

6 Expenditure of KVS National Sports Meet – 2012-13 Hosted by KVS, Regional Offices, Mumbai, Lucknow and Delhi.

The Expenditure made on 43rd KVS National Sports Meet in the year 2012 has been received from KVS(RO), Lucknow and Mumbai. The details of expenditure are as under:-

Sl. No.	Head of Expenditure	Estimated expenditure proposed by Committee on 27.6.2012 for KVS(RO) Lucknow	Actual Expenditure A/C submitted by KVS(RO), Lucknow vide letter dated 23.4.13/01.5.13	Estimated expenditure proposed by Committee on 27.6.2012 for KVS(RO),Mumbai	Actual Expenditure A.C submitted by KVS(RO), Mumbai vide letter dated 31.5.13)
1.	Expenditure on DA	90,00,000.00	1,72,96,754.00	72,00,000.00	1,03,37,951.00
2.	Transport	21,00,000.00	13,27,054.00	21,00,000.00	28,57,964.00
3.	Tents etc.	14,00,000.00	9,50,296.00	8,50,000.00	28,73,719.00
4.	Hiring of stadia/grounds	1,50,000.00	4,25,000.00	10,00,000.00	2,61,500.00
5.	Honorarium to officials	As per rates prescribed by the respective games federations/ associations	23,32,000.00	As per rates prescribed by the respective games federations/ associations	12,14,761.00
6.	Lighting, PA/sound system	4,00,000.00	2,39,175.00	3,00,000.00	6,17,894.00
7.	Still photography, video, press & Banners	1,20,000.00	1,15,885.00	2,00,000.00	2,25,346.00
8.	Medical expenses	2,00,000.00	2,24,727.00	1,00,000.00	2,51,949.00
9.	Trophy, Momentos	3,00,000.00	1,18,593.00	2,00,000.00	14,48,379.00
10.	Expenditure of cultural programmes	To be borne out of VVN of the respective KV	Nil	To be borne out of VVN of the respective KV	3,94,235.00

The Board took a note of the expenditure and approved the same on actual expenditure basis.

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11.	Playing equipment and ground maintenance.	8,00,000.00	7,44,286.00	7,00,000.00	16,09,629.00	
12.	Souvenir (1250 copies aprox.) 300/400	5,00,000.00	1,92,387.00	4,00,000.00	Nil	
13.	Certificates, Invitation, Brochure, I-Cards, Badges & Printing.	8,00,000.00	1,81,810.00	3,00,000.00	55,124.00	
14.	Opening and Closing ceremonies excluding cultural activities.	5,00,000.00	4,25,850.00	3,00,000.00	11,21,629.00	
15.	Cash Awards	Actual as per KVS norms.	15,84,700.00	Actual as per KVS norms.	Nil	
16.	Miscellaneous	7,50,000.00	2,89,763.00	5,00,000.00	29,17,813.00	
17.	Skating to be conducted by Delhi region.	12,50,000.00	Nil	Nil	Nil	
	Gross Total	1,82,70,000.00	2,64,48,280.00	1,46,50,000.00	2,61,87,893.00	
The Board may consider and approved the actual expenditure.						
Further in light of the minutes of N.S.C.B. meeting item-5-page-6 (see Annexure- A), the decision of sending of original bills, vouchers (in bulk) to KVS (HQ) may please be reviewed, keeping in view the fact that these vouchers are pre-audited at R.O. level and duly certified by Dy. Commissioner of the Region, also.				The decision was reviewed and proposal of sending expenditure statement duly signed and certified by the Deputy Commissioner and Finance Officer of Region was approved. Sending of vouchers/bills etc. to KVS(HQ) was therefore dispensed with henceforth.		
7	Annual Accounts of Sports Control Board – 2012-13					
	The copy of Annual Accounts for the financial year 2012-13 is placed before the Board for consideration and approval.					Approved.

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8 Development of Infrastructure – Golden Jubilee Year

(A) KVS is celebrating its Golden Jubilee and accordingly proposals were invited from Regional Offices vide KVS (HQ) letter No. F.110357/01/2011-KVS(HQ)/Sports/ dated 08.03.2013 (see Annexure-D) and last date prescribed was 15.4.2013. Subsequently a reminder was sent vide letter No. F.110357/01/2011-KVS(HQ)/ Sports/1085 dated 13.05.2013 (see Annexure-E), because only 10 regions responded in the 1st instance. The status as on date is :

The regions concerned were asked to expedite sending the plans as requested for in letter dated 08.03.2013 latest by 31.07.2013.

Sl. No	REGION	TOTAL PROJECT PROPOSED	OUT OF VVN	OUT OF RSCB	OUT OF KVS HQ (NSCB)
1.	Ahmedabad	46	25	13	08
2.	Agra	Not submitted			
3.	Bangalore	44	17	14	13
4.	Bhopal	23	NIL	19	04
5.	Bhubaneswar	09	NIL	03	06
6.	Chennai	Not submitted			
7.	Chandigarh	34	01	20	13
8.	Delhi	12	Nil	02	10
9.	Dehradun	03	Nil	03	Nil
10.	Ernakulam	32	02	16	14
11.	Guwahati	14	03	NIL	11
12.	Hyderabad	Not submitted			
13.	Jabalpur	Not submitted			
14.	Jaipur	43	19	NIL	24
15.	Jammu	Not submitted			
16.	Kolkata	10	03	07	NIL
17.	Lucknow	Not submitted			
18.	Mumbai	Not submitted			
19.	Patna	Not submitted			
20.	Ranchi	13	13	NIL	NIL
21.	Raipur	23	16	04	03
22.	Silchar	19	08	10	01
23.	Sirsa	21	09	06	06
24.	Tinsukia	Not submitted			
25.	Varanasi	22	09	12	01

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The Dy. Commissioners of the region concerned where from proposals have not been received, are requested to expedite and submit the information in Format-I & II as desired (see Annexure-D).

(B) It is generally observed that the estimates submitted by the Regional Offices for development of Sports Infrastructure are incomplete. The instructions contained in KVS (HQ) letter No. F.110357/01/2011-KVS(HQ)/Sports/ dated 06.11.2012 (see Annexure-F) and the Check List prescribed therein is not followed properly. This results in delay of issuing sanction of projects for development of Sports Infrastructure.

All the Dy. Commissioners are requested to note and adhere to the procedure so that the unnecessary correspondence and delay can be avoided.

A summary of the status of the proposals sanctioned/ being processed for sanction for development of sports infrastructure at KVS (HQ) is given in (Annexure-G).

The Dy. Commissioners of the region concerned where from proposals have not been received, are requested to expedite and submit the information in Format-I & II as desired (see Annexure-D).

The Deputy Commissioners were requested to take a serious note of the same and adhere to prescribed procedure.

Board took a note of the same.

9 **Review of inflow of funds to RSCB & NSCB**

The fund position in RSCB & NSCB is as under as on 01.04.2013 as per Annual Account for the year 2012-13:-

Sl. No.	Name of Region	Balance as on 01.04.2013 (in Rs.) As per Schedule-6 of Annual A/c.
1	Ahmedabad	4321119
2	Bangalore	16423639
3	Bhopal	26430869
4	Bhubaneshwar	9678605
5	Chandigarh	19086146
6	Chennai	9191713
7	Dehradun	24874406
8	Delhi	87913997
9	Guwahati	5144247
10	Hyderabad	13804886

Reviewed.

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11	Jabalpur	23481472
12	Jaipur	6255735
13	Jammu	12040368
14	Kolkata	9788810
15	Lucknow	7883472
16	Mumbai	39673491
17	Patna	26675534
18	Silchar	1831335
19	Agra	13020600
20	Ernakulam	10188342
21	Ranchi	3861211
22	Raipur	12918923
23	Varanasi	14304830
24	Tinsukia	615439
25	Sirsa	7431332
	Total RSCB	40,68,40,521
	KVS (HQ) NSCB	30,66,17,389
	Grand Total	71,34,57,910

10 **Best Sports Person (Athlete) – Golden Jubilee Award**

Besides a running Trophy in the events of Basket Ball, the best Athlete Award will be introduced in the National Sports Meet from this year as a part of Golden Jubilee Celebration. A budget of Rs.2.00 lakh and Rs.50,000 respectively has been already proposed in this regard during the Finance Committee Meeting held on 26.11.2012 and 05.12.2012 out of resources of KVS. The Board may consider and approve (see Annexure-C).

A Committee to decide the modalities under the Chairmanship of the Joint Commissioner (Trg.) will be set up to submit its recommendations on the issue and after approval of the Commissioner, conveyed to National Venues for sports meet.

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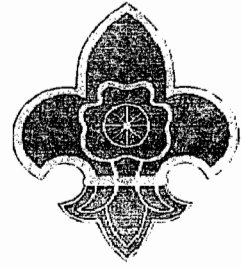
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11	Venue for KVS National Sports Meet – 2014-15 This issue may be discussed and venue may be decided for 45 th KVS National Sports Meet – 2014.	The probable venues for 2014 National Sports Meet are as under :- (i) Girls – Ahmedabad Region (ii) Boys – Hyderabad, Varanasi, Bhopal, Jaipur Regions The Deputy Commissioners concerned to confirm in writing latest by 10.08.2013.
12	SGFI Sports Calendar – 2013-14 The tentative SGFI calendar received from SGFI is placed as Annexure (see Annexure- H).	The Board taking a note of the tentative Calendar issued by SGFI decided that wherever required KVS National Sports Meet/ Tournaments in such events may be advanced on need basis.
13	Any Other	The Regional Sports Control Board funds being under the control of Deputy Commissioners, all concerned were requested to monitor advances, remittances etc. properly so that audit objections can be settled at the earliest.

The meeting came to end with thanks to the chairman and all members.

[Signature]

केन्द्रीय विद्यालय संगठन



KVS State Association of Bharat Scouts & Guides

MINUTES OF THE MEETING

HELD ON

12-07-2013

VENUE

INDIA HABITAT CENTRE

LODHI ROAD, NEW DELHI – 110003

Minutes of the Meeting of KVS State Association of Bharat Scouts and Guides held on 12.07.2013

Annual meeting of KVS State Association of Bharat Scouts and Guides was held on 12.07.2013 at 2.00 PM in the Conference Hall of India Habitat Centre, Lodhi Road, New Delhi. The Following Members attended the meeting.

S.No.	Name & Designation of officer	Post in KVS State Association
1.	Shri Avinash Dikshit, IDAS, Commissioner, KVS	State Chief Commissioner
2.	Sh. Dinesh Kumar, Additional Commissioner (Acad.),KVS	State Commissioner (Scout)
3.	Dr. (Smt.) V. Vijayalakshmi, Joint Commissioner (Acad),KVS	State Commissioner (Guide)
4.	Shri M. Arumugam ,Joint Commissioner (Finance),KVS	State Treasurer
5.	Sh. P Dev Kumar, Deputy Commissioner RO Ahmedabad	Member
6.	Dr. Jaideep Das, Deputy Commissioner, R.O. Agra	Member
7.	Shri Isampal ,Deputy Commissioner, R.O., Bangalore	Member
8.	Ms. H.K. Sanhotra, Deputy Commissioner, R.O. , Bhopal	Member
9.	Ms. R. Kálavathi, Deputy Commissioner, R.O., Bhubaneswar	Member
10.	Shri M.S. Chauhan ,Deputy Commissioner, R.O. Patna	Member
11.	Shri N.R. Murali ,Deputy Commissioner, R.O. , Chennai	Member
12.	Shri S.K. Verma, Deputy Commissioner, R.O, Delhi	Member
13.	Shri Ranvir Singh, Deputy Commissioner, R.O, Ernakulam	Member
14.	Shri K.J. Subba ,Deputy Commissioner, R.O, Guwahati	Member
15.	Shri S.M. Saleem,Deputy Commissioner, R.O., Hyderabad	Member
16.	Shri V.K. Srivastava, Deputy Commissioner,R.O. , Jabalpur	Member
17.	Shri J.M. Rawat, Deputy Commissioner, R.O., Jaipur	Member
18.	Shri A.V.Jagannadha Rao,Deputy Commissioner, R.O., Jammu	Member
19.	Shri P.R.L.Gupta, Deputy Commissioner, R.O., Kolkata	Member
20.	Smt. Santosh Mirdha, Deputy Commissioner, R.O. , Lucknow	Member
21.	Smt. L. Chari, Deputy Commissioner, R.O., Mumbai	Member
22.	Shri M.S.Chouhan, Deputy Commissioner, R.O., Patna	Member
23.	Shri S.S. Rawat, Deputy Commissioner, R.O., Raipur	Member
24.	Shri D. Mannivannan, Deputy Commissioner, R.O., Ranchi	Member
25.	Shri Somit Srivastava, Deputy Commissioner, R.O., Silchar	Member
26.	Shri C. Mani, Deputy Commissioner, R.O., Sirsa	Member
27.	Shri Ajay Pant, Deputy Commissioner, R.O., Tinsukia	Member
28.	Shri P.V. Sai Rangarao, Deputy Commissioner, R.O. Varanasi	Member
29.	Shri.S.S.Chouhan, Deputy Commissioner, R.O. Dehradun	Member
30.	Shri Y. Arun Kumar, Assistant Commissioner (Acad), KVS(HQ)	State Secretary
31.	Sh. S.S.H. Zaidi, SOC(S), KVS State BS&G	SOC (S)
32.	Sh. Sanjeev Trivedi, STC(S), KVS State BS&G	STC (S)

SPECIAL INVITEES

01.	Shri G.K.Srivastav, IAS, Addl. Commissioner (Admn.) KVS
02.	Dr Shachi Kant, Joint Commissioner (Training)KVS
03.	Dr. E. Prabhakar, Joint Commissioner (Pers.) KVS
04.	Shri Vijay Kumar, Joint Commissioner (Admn.) KVS
05.	Sh.P.K.Koul, Deputy Commissioner (Acad-II)KVS(HQ)
06.	Sh.Nagendra Goyal, Deputy Commissioner (Acad-I)KVS(HQ)
07.	Shri S. Selvaraj, Director, ZIET, Mysore
08.	Ms. Chandana Mandal, Director, ZIET, Mumbai
09.	Shri E.T. Arasu, Director, ZIET, Gwalior
10.	Smt. A.P. Bhalla, Director, ZIET, Chandigarh
11.	Smt. Usha Ashwathlyer, Director, ZIET, Bhubaneswar
12.	Col. K.N. Padha, OSD (Defence), KVS(HQ)
13.	Shri M.Muthuswami, Assistant Commissioner (Finance), KVS (HQ)

Dr. (Smt.) V. Vijaya Lakshmi, State Commissioner (G) & Joint Commissioner (Acad.) welcomed Sh. Avinash Dixit, State Chief Commissioner and Commissioner, KVS, New Delhi and all other dignitaries present on the occasion. Later on, she presented agenda items and initiated discussion on the agenda points-

Agenda Point – 1:- Confirmation of the minutes of the meeting held on 6th July, 2012.

The minutes of the last meeting of KVS State Association of BS&G held on 06.07.2012 were confirmed by the members.

Agenda Point - 2:- Setting aside separate budget proposals for S& G Activities in the annual plan

Expenditure of the Vidyalaya

It was opined that Vidyalayas are doing excellently well and spend a good amount in promoting Scouting/Guiding activities. Therefore, it was decided that expenditure from VVN on Scouting – Guiding activities will continue as per existing practice.

Agenda Point – 3:- State Rally to Celebrate the Golden Jubilee Year of the KVS

2013-14 is the Golden Jubilee year. It was proposed to have a State Rally of KVS State BS&G in the month of Nov / Dec 2013 to celebrate the Golden Jubilee of KVS. Members supported the proposal and it was decided to conduct the State Rally alongside closing function of Golden Jubilee Celebrations. Each region will send a contingent of **32 students (16 Scouts + 16 Guides)** escorted by **04 teachers (02 SM + 02 GC)** and one contingent Leader.

Detailed programme will be circulated to all concerned in due course.

Agenda Point - 4:- Scout/Guide Camp Site/Training Centre at Regional level.

It was proposed to establish a camp site /training centre in every region which should be well equipped with all required materials like Camp tools, bamboos, ropes, charts etc. The Proposal was accepted by the members since it was felt that there is a need for such Camp site in regions. Thus, it was decided that Divisional Committee can take a decision to develop a camp site in a Vidyalaya which has sufficient free space to develop such a camp site and the expenditure may be met from Divisional Association Fund of the respective region.

Agenda Point – 5:- Trainers’ Meet at State Level and Divisional Level

It has been noticed that many trainers / Unit Leaders have faltered in many areas resulting in poor performance of Scouts/Guides in Rashtrapati Award Scout/Guide Test. To ward off such deficiencies, it was proposed to conduct Re-orientation courses for the Unit Leaders. It was decided to conduct a **State level Trainers Meet for two days in which all LTs & ALTs of both wings** participate and discuss their problems and seek solutions. It would be followed by Regional level Re-orientation course (for two days) in which all HWBs from each Vidyalaya should participate. If HWB trained teachers are not available in the Vidyalaya, then advanced/basic trained teachers (as the case may be) should attend the meet. The proposal was accepted.

It was also decided to upload the list of all LTs / ALTs in KVS website for the benefit of all.

Agenda Point – 6:- State Level Basic Course for Commissioners

KVS State is divided into 25 Divisions (i.e 25 Regions) and every Division is divided into four Districts. As per BS&G norms there should be two District Chief Commissioners (One Guide Wing & One Scout Wing) and two District Commissioners in each District one for Scout Wing and one for Guide Wing. Therefore, 50 District Chief Commissioners and 200 District Commissioners are required as per the BS&G norms. In KVS, as per practice, Principals are appointed as District Commissioners. Thus, it was proposed and approved by the members that Basic Training Course(s) for Commissioners (05 days) shall be conducted specially for KVS State BS&G, and NTC Pachmarhi may be approached for conducting the training.

Agenda Point – 7:- Increasing refreshment amount from existing Rs. 10/- to Rs 25/-

At present, there is a provision of @ Rs.10/-per child for providing refreshments to Scouts and Guides after Troop meeting / short duration activities. It was proposed that the existing amount for the refreshment may be increased from Rs.10/- to **Rs.25/-** and it was accepted by all members.

Agenda Point – 8:- Proposal for TA/DA expenditure on BS&G activities conducted by NTC, Pachmarhi.

The Bharat Scouts and Guides plans and conducts various Camps for the Scouts & Guides and Courses and Camps for Adult Leaders. The Bharat Scouts & Guides runs all its programmes with the help of Trainers from different States. Trainers, on merit basis, from almost all States are invited to conduct/ assist various programmes of BS&G.

In these programmes BS&G, provides TA/DA which is less than TA/DA norms of KVS. It was approved that if KVS deposes its staff to various BS&G activities the deputed teachers may be permitted to claim TA/DA from KVS as per KVS norms and if teachers are invited (to conduct / assist courses) by the BS&G for their programmes they (teachers) should claim TA/DA from the BS&G.

Agenda Point – 9:- Proposal for State funding for participation in International Events.

Scouting - Guiding is a worldwide movement. Several International programmes are organized throughout the year. The BS&G, NHQ invites applications from Scout/Guide of each State to participate in such programmes. It was proposed that to participate in an International event the expenditure should be made in the ratio of 40:40:20 (i.e. 40% by KVS State Association Fund, 40% by Divisional Association Fund and 20% by the Scout/Guide) and it was accepted. This will increase our participation in the international events.

The selection of Scout/Guide to participate in such an event will be done by the Officials of KVS State Association and KVS HQ, New Delhi.

Additional Agenda Points, with the Permission of Chair.

Agenda Point – 10:- Honorarium for conducting / Assisting Testing Camps for S/G/C/B

In Scouting – Guiding there are different types of Testing / Training Camps for the Scouts / Guides/ Cubs / Bulbuls. In these camps the officials have to work right from early morning to late night. Therefore, with the permission of the chair, it was proposed that an honorarium, as per norms given below, may be paid from the 'KVS Divisional Association Fund of BS&G'.

- a) Camps lasting upto 3 days – Rs. 1000/- to LOC and Rs. 750/- to other officials
- b) Camps lasting beyond 3 days – Rs. 1500/- to LOC and Rs. 1000/- to other officials.

Only actual Camp days should be considered for the payment of honorarium. Camps conducted at Cluster Level, District Level, Divisional Level or State Level (such as Dwitiya Sopan Testing Camp, Tritiya Sopan Testing Camp, Pre- Rajya/Rajya Puraskar Testing Camp, Rashtrapati S/G Preparatory Camp, Golden Arrow Testing Camp etc.) will only be considered for the payment of honorarium. Vidyalaya level camps will not qualify for the payment of honorarium. For the payment of honorarium, it is necessary that the number of the officials deputed should be reasonable **(3 to 6 in each wing)** depending upon numbers of S/G/C/B expected to attend the camp. The proposal was accepted.

Agenda Point – 11:- Telephone Allowance to SOCs and STCs

The SOC / STC have to make many phone calls to collect information and to provide quick replies to different officials of KVS / NHQ of BS&G / NTC of BS&G etc. With the permission of the chair, it was proposed that SOCs and STCs should be paid Rs. 1000/- per month from State Association Fund of BS&G/ Divisional Association Fund of BS&G. Members decided that **Rs. 500/- per month** (citing the case of other KVS Officials), may be paid to SOC (S/G) and STC (S/G) from State Association Fund / Divisional Association Fund.

Agenda Point – 12:- Submission of 'Purchase bills' of Uniform Allowance

With the permission of the chair the agenda point was raised and clarification sought on submission of 'Purchase bills of Uniform' of Scout Masters, Guide Captains, Cub Masters, Flock Leaders and other officials at unit level, Divisional Level and State level. It was decided and approved that submission of 'Purchase bills' in respect of Uniform of SM/GC /CM/FL and other officials is essential.

Constitution of New Office bearers of KVS State Association of BS&G

The office bearers of KVS State Association of BS&G, for the year 2013-14, were unanimously selected.

The list is as given below-

S.No	Name, designation and address of the Official	Post held in State Association
1.	SHRI AVINASH DIKSHIT, COMMISSIONER KVS	State Chief Commissioner
2.	DR. DINESH KUMAR, ADDITIONAL COMMISSIONER (ACAD) KVS	State Commissioner (S)
3.	Dr. (Smt.) V. VIJAYALAKSHMI, Jt. COMMISSIONER (ACAD) KVS	State Commissioner (G)
4.	Sh. M. ARUMUGAM, Jt. COMMISSIONER (FIN) KVS	State Treasurer
5.	Sh. Y ARUN KUMAR AC (ACAD.) KVS HQ	State Secretary
6.	Ms SHILPI SHARMA, PGT(BIO), KV BAIKARH	Joint State Secretary
7.	Sh. RATTAN SINGH, LT(S)&TGT, KV RAJOKRI, N.D	Assistant State Secretary
8.	Sh. S.S.H. ZAIDI, LT (S), KVS, HQ,	State Organising Commissioner (S)
9.	Dr (Mrs) VIMLA VERMA, LT(G) & TGT(AE), VIGYAN VIHAR, N.D	State Organising Commissioner (G)
10.	Sh. SANJEEV TRIVEDI, LT (S) & YOGA Tr., K.V. LUCKNOW CANTT	State Training Commissioner (S)
11.	Ms MANJULI SHARMA, LT(G) & TGT (ENG), KV IIT, POWAI	State Training Commissioner (G)
12.	Sh. ATAR SINGH, LT (S), TGT, KV BULANDSHAHR	Asstt. State Trg. Commissioner (S)
13.	Mrs M.V.N.K JYOTHI, LT (G), KV NPA HYDERABAD	Asstt. State Trg. Commissioner (G)

As per BS&G norms each Division should have one ASOC (Scouts) & One ASOC (Guides). Therefore, each Division should nominate **(preferably in order of higher scouting qualification to lower)** a LT/ALT/Pre-ALT/HWB in each wing that is one in Scout and one in Guide wing and one among them may be deputed / attached to Divisional office **(at least once in a week)** to look after the Scouting work (as per this office earlier letter No. F. 34-5/2005-KVS (Acad.)/BS&G/ dated 16.10.2006).

The details of ASOC (S) & ASOC (G) is proposed to be collected in the following proforma for further necessary action.

S.No	Region	Name & designation of the ASOC (S/G)	Scouting Qualification and Section	Name of K.V.	Phone No.	E-mail
1.						
2.						

Proposed Annual Programme

It is approved that every region will organize, every year the following camps for S/G/C/B at suitable time along with their own approved Plan:-

S. No	Standard & Stage	Camp Level	Minimum Duration of Work	Preferable Timing (month)	Duration of Testing Camp	Remarks
1.	Recruit	Vidyalaya	-	APRIL TO JULY	N/A	Registration of the Boy / Girl in the Unit
2.	Pravesh	Vidyalaya	03 Months	NOV - DEC	N/A	3 months after Joining the unit as Recruit
3.	Investiture	Vidyalaya	One Troop/ Company Meeting	NOV - DEC	N/A	1 or 2 days after Pravesh
4.	Pratham Sopan	Vidyalaya	06 Months	JULY - AUG	N/A	After 6 months from date of Investiture
5.	Dwitiya Sopan Testing Camp	Cluster Level/ Local Association	09 Months	JUNE - JULY	02 days	After 9 months from Pratham Sopan Passing date
6.	Tritiya Sopan Testing Camp	District / Regional	09 Months	APRIL - JUNE	03 days	After 9 months from Dwitiya Sopan Passing date
7.	Pre- Rajya Puraskar Testing Camp	Regional	-----	April	03 days	S/G eligible for Rajya Puraskar Camp
8.	The Rajya Puraskar Testing Camp	Zonal	09 Months	APRIL	05 days	After 9 months from Tritiya Sopan Passing date
9.	Preparatory Camp for Rashtrapati Puraskar Test.	Regional	-----	Before Rashtrapati Camp	03 days	Conducted by experienced and competent SM / GC of concerned region
10.	Rashtrapati S/G Test	Conducted by NHQ	12 Months	Schedule prepared by NHQ	05 days	After 01 year from Rajya Puraskar Passing date

<u>Cub – Bulbul Section-</u>						
1.	Recruit	Vidyalaya	-	APRIL - JULY	N/A	Registration of the Boy/ Girl in the Unit
2.	Pravesh	Vidyalaya	03 Months	NOV - DEC	N/A	3 months after Joining the unit as Recruit
3.	Investiture	Vidyalaya	One Pack/ Crew Meeting	NOV - DEC	N/A	1 or 2 days after Pravesh
4.	Pratham Charan / Komal PANKH	Vidyalaya	03 Months	APRIL - MAY	N/A	After 3 months from date of Investiture
5.	Dwitiya Charan / Rajat Pankh	Vidyalaya	03 Months	OCT – NOV.	N/A	After 3 months from date of PC / KP
6.	Tritiya Charan/ SwarnPankh	Vidyalaya Level	09 Months	SEP - OCT	N/A	After 9 months from date of DC / R.Pankh
7.	Chaturth Charan/ Heerak Pankh	District level	09 Months	OCT - NOV	02 days	After 9 months from date of TC / S. Pankh
8.	Golden Arrow Award Camp	Regional Level	Chaturth Charan /Heerak Pankh+Should have required Pro. Badges	JAN-FEB	03 days	Under the Supervision of ASOC/SOC of concerned wing

Adult Training Programme-

S.No	Programmes	Remarks
1	Basic & Advanced Courses/Divisional Meet	As per convenience of the Divisions
2	HWB Course	As per NTC Schedule
3	Pre-ALT, ALT & LT Courses	As per NTC Schedule
4	Special Courses	As per NTC Schedule


Celebration of Days


The Calendar of Proposed Days to be celebrated during 2013- 14 in every region at various levels.

S No.	Day of Celebration	Date
1	International Day against Drug Abuse & Illicit Trafficking	26 th June
2	World Forest Day	30 th June
3	World Population Day	11 th July
4	Sudbhaawana Diwas	20 th August
5	Teachers Day	05 th September
6	World Literacy Day	8 th September
7	Pachmarhi Day	10 th September
8	International Day Peace	16 th September
9	International Day of Elderly Persons	1 st October
10	Anti Leprosy Day	2 nd October
11	World habitat Day	2 nd October
12	International Day & Flag Day	11 th October
13	JOTA/JOTI	21 th & 22 nd October
14	BS&G Foundation Day & Flag Day	7 th October
15	World AIDS Day	1 st December
16	International Day For Disabled Persons	3 rd December
17	Human Rights Day	10 th December
18	KVS Foundation Day	15 th December
19	Youth Day	22 nd February
20	International Women's Day	8 th March

The Annual Account for the year 2012-13 was presented on behalf of the Treasurer, KVS State BS&G by Assistant Commissioner (Finance) KVS and was approved.

MEETING ENDED WITH THANKS


S. S. H. ZAIDI
State Organising Commissioner (s)
KVS State BS & G
New Delhi


STATE SECRETARY
KVS STATE BS & G
NEW DELHI

ANNEXURE

Number of Players/Participants Team/Event-Wise [Modified Annexure V of KVS Sports

Control Board Main Agenda]

	Group A (team Games)	Boys		Girls	
		U-14	U-19	U-14	U-19
1	Handball		16		16
2	Basketball		12		12
3	Kabaddi		12		12
4	Kno-Kno		12		12
5	Volleyball		12		12
6	Hockey		18		18
-7	Football		18		
8	Throw Ball				12
Total	Each Region		100		94
Total	05 Regions		500		470
	25 Regions		2500		2350

Group B (Semi Team Events)

		Boys			Girls		
		U-14	U-17	U-19	U-14	U-17	U-19
1	Chess		5	5		5	5
2	Badminton		5	5		5	5
3	Table Tennis		5	5		5	5
4	Lawn Tennis		5	5		5	5
	Each Region		20	20		20	20
	05 Regions		100	100		100	100
	25 Regions		500	500		500	500

Group C (Individual Events)

		Boys			Girls		
		U-14	U-17	U-19	U-14	U-17	U-19
1	Athletic		16	19		16	19
2	Swimming		19	19		18	19
3	Boxing		13	11			
4	Judo		8	8		8	8
5	Teakwondo		10	8		11	11
6	Skatting		6	6		6	6
7	Rope skipping		6	6		6	6
8	Shooting			9			9
9	Archery		8	8			
	Each Region		86	94		65	78
	5 Regions		430	470		325	390
	25 Regions		2150	2350		1625	1950

Group D (Cricket-Boys)

Cricket U-16 (25 teams @ 16)	400
Cricket U-19 (25 teams @ 16)	400

Overall

	Group A	Group B	Group C	Group D	Total
Boys	2500	1000	4500	800	8800
Girls	2350	1000	3575		6925