

KENDRIYA VIDYALAYA SANGATHAN
18, INSTITUTIONAL AREA
SHAHEED JEET SINGH MARG
NEW DELHI - 10016

F.11-16/2004-KVS(Admn.I)

Date: 12.10.2006
16

The Assistant Commissioner,
Kendriya Vidyalaya Sangathan,
All Regional Offices.

Subject:- **Duty hours of non-teaching staff while working in 2nd shift – reg.**

Sir/Madam,

Attention is drawn to KVS Office Order of even number dated 22.07.2004 vide which guidelines/instructions on introduction of double shift in Kendriya Vidyalayas were issued. Under the instructions the working hours for teaching staff were clarified whereas the point pertaining to working hours of non-teaching staff could not be clarified.

Now after careful study of the matter the competent authority has decided the working hours for the non-teaching staff (including Gr. 'D') of 2nd shift as under :-

- a) Duty hours: 11.00 a.m. to 6.00 p.m.
- b) Lunch break: 20 minutes (2.00 p.m. to 2.20 p.m.)

The above instructions may kindly be circulated to the Principals of all Kendriya Vidyalayas in your Region with the direction to adhere to the above referred working hours of non-teaching staff while working in 2nd shift henceforth.

This issues with the approval of the Commissioner, KVS.

Yours faithfully,



(RAJVIR SINGH)

Dy. Commissioner (Pers.)

Copy to:

- 1) All Officers/Section, KVS, HQ., New Delhi.
- 2) The Principal, Kendriya Vidyalaya, Moscow/Kathmandu/Tehran.
- 3) The Director, ZIET, KVS, Gwalior/Mumbai/Mysore.
- 4) P.A. to Commissioner, KVS.
- 5) The General Secretary, All recognized Staff Associations of KVS.
- 6) Guard File.