



केन्द्रीय विद्यालय संगठन (मुख्यालय)
18, संस्थागत क्षेत्र, शहीद जीत सिंह मार्ग, नई दिल्ली - 110016
KENDRIYA VIDYALAYA SANGATHAN (HQ)
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F.No. 11048/1-1/2015//KVS(Estt-I) /5301-5314

Dated: 09.11.2015

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

Sub: Utilising the services of Vice Principals/ senior most PGT or TGT/ PRT to officiate as Principal in KVs having no Principals- reg.

Madam/Sir,

I am to refer to the subject cited above and to state that a number of Vidyalayas are without Principals and the process of filling up the vacancies of Principals in these Vidyalayas may take some time. Some of the Vidyalayas are very big and the annual Board examinations are also due in March, 2016. Keeping in view the gravity of the issue it has been decided to utilize the services of Vice Principals / senior most PGTs or TGTs/PRTs as follows:

Sr. No	Type of situation	Solution
1	KVs where post of Principal is vacant but Vice Principal is in position	The Vice Principal will officiate and look after the routine affairs of the Vidyalaya with financial powers.
2	KVs where both Principal and Vice Principal are not in position	Senior most PGT of the Vidyalaya may officiate as Principal with financial powers in addition to his/her teaching duties as PGT.
3	KVs where neither Principal/VP nor PGT is available. (Particularly KVs upto 8 th standard)	Senior most available teacher of the KV viz. TGT/PRT may officiate as Principal with financial powers in addition to his/her own teaching duty.

These instructions may be treated as standing instructions for future, with following terms & conditions:-

1. The VPs/PGTs/TGTs/PRTs assigned the duties of officiating Principals will be given a short term (7 days) comprehensive training by Deputy Commissioner of the concerned regional office on all major aspects of administration particularly financial administration.
2. The VPs/PGTs/TGTs/PRTs who are made to officiate as Principal will not be given any additional duty like sending to outside training/ any other major duty.
3. The VPs/PGTs/TGTs/PRTs against whom any disciplinary case is contemplated/ pending or who have been transferred to present KV on administrative grounds may not officiate as Principal. In such cases, second senior most teacher may officiate as Principal.
4. The VPs/PGTs/TGTs/PRTs who function as officiating Principal for more than 90 days continuously, their APAR will be initiated by Assistant Commissioner of the Regional Office Incharge of that KV.

The above instructions be adhered to strictly henceforth.

Yours faithfully,

(G.K. Srivastava)
Additional Commissioner (Admn.)

Copy to:-

1. The Additional Commissioner (Acad.), KVS (HQ).
2. All JCs in KVS (HQ) for information. The Joint Commissioner (Trg), KVS (HQ) is directed to prepare a short term (7 days) module for providing the comprehensive training to the above referred Vice Principals and Teachers within 2-3 days & circulate the same to all Deputy Commissions/Directors by 7th Nov/2015 positively.
3. All Directors, KVS ZIET for information.
4. PS to Commissioner, KVS.
5. The Deputy Commissioner (EDP), KVS (HQ) for uploading on KVS website.

Additional Commissioner (Admn.)