



केन्द्रीय विद्यालय संगठन, (मुख्यालय)
18, संस्थागत क्षेत्र, शहीद जीत सिंह मार्ग
नई दिल्ली - 110016

Kendriya Vidyalaya Sangathan (HQ)
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F. 3-1/2004-KVS(Estt.-I)

Dated 5/09/2012

OFFICE MEMORANDUM

In continuation to this office letter of even number dated 24.08.2012, the various additional administrative powers are delegated to Ms. Neelam, Assistant Commissioner (Admn.)(Estt.), KVS (HQ) as per details given below with immediate effect:-

S.No.	Subject	Assistant Commissioner (Admn.)(Estt.)
1	To consider closure of complaints against group 'A' & 'B' officers where enquiry/comments from concerned ROs/ZIETs received.	Group 'A' & 'B' officers of KVs, ROs, ZIETs & KVS(HQ) up to the level of Assistant Commissioner.
2	To sanction leave including casual leave	Group 'A' & 'B' officers of ROs, ZIETs & KVS(HQ) up to the level of Assistant Commissioner.
3	Permission to forward application to other department for various posts	Group 'A' & 'B' officers of ROs, ZIETs & KVS(HQ) up to the level of Assistant Commissioner.
4	To sanction of Conveyance charges	Officers/Staff of Estt.-I and R & I section.
5	Sanction of LTC	Group 'A' & 'B' officers of ROs, ZIETs & KVS(HQ) up to the level of Assistant Commissioner.
6	To scrutinize Annual Property Return.	Group 'A' & 'B' officers of KVS(HQ), ROs & ZIETs upto the level of Deputy Commissioner.

(Avinash Dikshit)
Commissioner

Distribution:-

1. Addl. Commissioner (Admn.)/(Acad.), KVS(HQ), New Delhi.
2. Joint Commissioner (Pers.)/(Admn.)/(Training)/(Fin.)/(Acad.), KVS(HQ), New Delhi.
3. Dy. Commissioner, Kendriya Vidyalaya Sangathan all ROs/ZIETs.
4. Office Order File.