



केन्द्रीय विद्यालय संगठन (मुख्या०)
शहीदजीत सिंह मार्ग, १८ संस्थागत क्षेत्र,
नई दिल्ली - ११० ०१६

KENDRIYA VIDYALAYA SANGATHAN (Hqrs.)
18, INSTITUTIONAL AREA, SJS MARG
NEW DELHI - 110 016
Ph. 26858570 Fax - 26514179

F. 110117-4/2012-KVS (HQ)/WK-II / 267

16th February, 2015

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IMPORTANT
PERSONAL ATTENTION

The Deputy Commissioner,
Kendriya Vidyalaya Sangathan
All Regional Offices.

Sub: Daily upkeep, Annual Repair & Maintenance of staff quarters etc.

It has been observed during the inspection of some of Kendriya Vidyalayas by KVS officials that despite clear guidelines and directions to all Regional Offices to ensure proper daily upkeep and to undertake Annual Repair & Maintenance/ Preventive maintenance of staff quarters constructed by KVS, this issue is yet not getting due attention. As a result, conditions of some of staff quarters of Kendriya Vidyalayas have been found in pathetic condition. This was also observed by the Superintending Engineer, KVS during his recent visit to Mumbai while inspecting the Staff Quarters Complex at Bhandup.

Aging is a natural process which is accelerated by continuous use of the building and lack of preventive repair & maintenance. In a passage of time some components of the building need special repair to ensure planned life of the building. Hence, as per KVS procedure, on receipt of estimate and request from the Vidyalaya with the recommendation of the regional office, funds for the repair works of staff quarters are being sanctioned by KVS(HQ) to carry out the work through government construction agency. In addition to above, funds are being allocated to all staff quarters (residential accommodation) regularly every year for maintenance and minor annual repairs to get the work executed by Vidyalayas concerned at their own level.

It has been observed in the past that due to negligence/ lack of interest in daily upkeep of the staff quarters and irregularity in Annual Repair & Maintenance at Vidyalaya level, different components of the buildings get deteriorated badly. As a result, proposals of special repair with exorbitant cost is being submitted to KVS (HQ) which can be avoided by closely monitoring conditions of staff quarters on a regular basis. Roof tops, toilets/bath and their walls, water tanks etc. need special care as leakage/seepage generally starts from these places.

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To ensure that staff quarters constructed by KVS remain intact and to attain planned life, thrust must be given to those staff quarters which are old in age and in dire need of special repair. It is, therefore, reiterated that monitoring mechanism must be developed at regional level to ensure proper upkeep and carrying out annual repair and maintenance of the staff quarters.

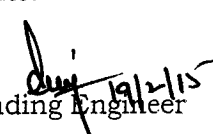
Further, to get a database of all staff quarters at ROs & KVs in this regard, data from each KV, RO, ZIET be prepared in the enclosed proforma and a consolidated database of the region be e-mailed to SE at seworks@kvsedu.org & workskvs@yahoo.com by 15th March, 2015 positively. This letter & attached proforma is also available on KVS website at kvsangathan.nic.in

Yours faithfully,

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

Copy to:

- (i) Joint Commissioner (Pers.), KVS (HQ) New Delhi.
- (ii) Deputy Commissioner (EDP) to upload the same on KVS website.


Superintending Engineer

KENDRIYA VIDYALAYA SANGATHAN

REGIONAL OFFICE _____

Name of KV	No. & types of staff quarters	Year of construction of staff quarters	Last major/special repair with works covered & Amount of AA&ES	Present condition of staff quarters in General	Condition of Roof tops, Toilets/Baths, overhead tank, back walls of toilet/bath etc.
1	2	3	4	5	6