



केन्द्रीय विद्यालय संगठन(मु0)  
18 संस्थागत क्षेत्र, शहीद जीत सिंह मार्ग, नई दिल्ली-110016  
KENDRIYA VIDYALAYA SANGATHAN (HQ)  
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F.No.11044/15-6-94/PPL/2012-KVS(Estt.I)

Date: 27.05.2016

The Deputy Commissioner  
Kendriya Vidyalaya Sangathan  
All Regional Offices/ZIET

Subject: Administrative directions to KVS employees regarding direct correspondence with Ministry.

Madam/Sir,

It has been reported that very often the employees of Regional Offices and Kendriya Vidyalayas send representations/letters, related to various grievances, directly to authorities of Min. of HRD including Secretary, School Education & Literacy (in some cases even by name) whereas the issues raised in the representations/letters are related to their service matters and should have been addressed to KVS authorities, as a number of grievance redressal mechanisms are in place in KVS- the latest being the monthly 'Shikayat Nivaran Diwas' at Regional Level.

You are, therefore, directed to instruct all the employees of Regional Office/ZIET and Kendriya Vidyalayas under your jurisdiction not to correspond directly with Department of School Education & Literacy, Ministry of HRD as the department is not supposed to entertain direct communications/ representations/letters from individual employees of KVS.

Any violation of the above instruction, if noticed/reported in future, will be viewed seriously and action as deemed fit may be taken against erring employees.

Yours faithfully,

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

Copy to :

1. The Under Secretary, Min. of HRD, Department of School Education & Literacy, UP-2 Section, New Delhi w.r.t. his letter No. 3-75/2015-UT 2 dt. 19<sup>th</sup> February 2016.
2. Deputy Commissioner, (Acad/RLP) KVS (HQ) New Delhi to upload on KVS Website.

Additional Commissioner(Admn.)