



# केन्द्रीय विद्यालय संगठन

KENDRIYA VIDYALAYA SANGATHAN

18 संस्थानिक क्षेत्र (Institutional Area)

शहीद जीत सिंह मार्ग, Shaheed Jeet Singh Marg

नई दिल्ली / New Delhi – 110016

Website: [www.kvsangathan.nic](http://www.kvsangathan.nic)

**SPEED POST**

**TOP PRIORITY**

दिनांक- 31.12.15

फा0सं0 11058(2)/2015/केविस ( मु0)/आर0पी0एस0

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

Subject – Forwarding proposals reg. grant of Selection Scale & for review – reg.

Madam/Sir,

I am to invite your attention on the subject cited above and to say that as you have already been instructed/informed time to time about the essential information required for grant of selection scale while inviting new proposals and information about pending & left out cases. In spite of this, KVS (HQ) is receiving large number of cases for reviewing the date of grant of selection scale from Regional offices, this is only because of the incomplete/incorrect information/particulars forwarded by the Regional offices without proper verification from service records of concerned teacher while sending the cases initially. The representations of teachers, to review the date of grant of selection scale, are also again forwarded by Regional offices to KVS (HQ) without verifying their eligibility or with proper reason/recommendation by the concerned Dy. Commissioner.

The proposals for grant of selection scale to teachers up to April 2015 were also invited from the Regional offices and proposals have already been received from 22 Regional Offices. But while compiling the proposals it has been noticed that now also the proposals of old pending/left out cases, for review and new proposals are not listed separately/year wise. The cases of the teachers who were declared not eligible in previous DPCs are also mixed/forwarded along with new proposals. It is thus very difficult and time consuming work for KVS (HQ) to verify/check all cases and then to list them separately.

The KVS(HQ) has also been receiving a large no. of representations of teachers, who were declared UNFIT by the Departmental Promotion Committee due to their average service records, stating that they were never communicated about their average performance and not given any chance to represent their views. All the teachers/staff must be duly conveyed their grading etc. in ACRs/APARs to make the system transparent.

You are, therefore, once again directed to instruct all the Principals of your region that before sending any proposal for selection scale it should be properly verified from the service records of individual concerned and also verified/signed by the teachers concerned, so that he/she can not represent after issuing the orders. The proposals received from KVs may also be checked and verified by Regional office, according to the instructions/rules of selection scale, only thereafter the proposals shall be forwarded to KVS (HQ). The new proposals may be forwarded year wise & category wise. The left out/pending cases may be forwarded separately.


The cases which have already been considered by DPC but the applicant have requested for review due to some change in the dates of in-service course etc., may be sent in a separate list. The proposals/representations for review may also be verified as per rules and if found genuine then only be forwarded to this office with proper reason/recommendation in the forwarding letter itself.

Below Average remarks of the ACRs must be communicated to the individual teacher in respective year itself and after completing required needful action, only the correct synopsis may be forwarded to KVS (HQ), so that there is no need for further review/correction. If any incorrect/incomplete information/service particular and proposal for review is forwarded to KVS (HQ) without proper verification, the responsibility will be fixed by the competent authority and action will be initiated against the defaulting officer/officials.

It is presumed that since introduction of APAR system w.e.f. 01.01.2010, the APARs of all teachers/employees are being completed in prescribed time bound manner and after completion of APAR, a copy of it is disclosed to concerned teacher/staff without fail.

Please acknowledge receipt of this communications and enforce it strictly in your Region. Any lapse in this regard will be viewed very seriously in future.


Yours faithfully,

  
(S. VIJAYAKUMAR)  
JOINT COMMISSIONER (ADMN.)

Copy to -

1. Director, ZIETs for information & similar necessary action.
2. Dy. Commissioner (EDP Cell) with the request to up load the letter in KVS web site.

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31/12