



केन्द्रीय विद्यालय संगठन
Kendriya Vidyalaya Sangathan
18, संस्थागत क्षेत्र, शहीद जीत सिंह मार्ग
18 Institutional Area Shaheed Jeet Singh Marg
नई दिल्ली-110016
New Delhi-110016.

Email / Speed Post

DATED: 18.5.2012

F.11063/1/2012/KVSHQ[ESTT-III]

The Deputy Commissioner
All Regional Offices & ZIETs

Subject: Setting up of a Public Relation Cell at KVS[HQ]

Sir/ Madam,

It is to inform you that a Public Relation Cell at KVS[HQ] has been set up at KVS[HQ] with immediate effect for effective handling and monitoring of the representations of the persons visiting KVS[HQ]. In this connection it has been decided that the scheduled timing for the visitors to meet and submit their representations to the SO/In-charge PR Cell has been fixed from 10 AM to 12 noon wherein a written representation of the visitors will be received/collected by the PR Cell and arrangement will be made to provide the reply/ status position will be handed over to the applicants at the PR cell itself from 4-5 PM on that day. No visitor will be allowed to meet any other officer of KVS[HQ] unless felt extremely necessary.

Accordingly, the Deputy Commissioners of all the Regional Offices and ZIETs are requested to notify all the Kendriya Vidyalayas under their control and also to put up the contents of this letter on their respective website. The Principals of the Vidyalayas may also be directed to display the instructions on their website/ notice board for maximum awareness amongst the various stakeholders of the Sangathan so that the visitors to KVS[HQ] is appropriately informed

Yours faithfully,

[S. VIJAYAKUMAR]

JOINT COMMISSIONER [ADMN]