



## केन्द्रीय विद्यालय संगठन

### KENDRIYA VIDYALAYA SANGATHAN

Under Ministry of Education, Govt of India

क्षेत्रीयकार्यालय – हैदराबाद/ Regional Office – Hyderabad

पिकेट, सिंकंदराबाद / Picket, SECUNDERABAD- 500 009

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पत्र.सं.21029/2023-24/के(सं.है)सं.वि./Duties | ५८५५ तो ५९२८

दिनांक/Dt. : 28.08.2023

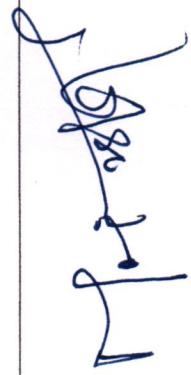
#### OFFICE ORDER

Consequent upon joining of Sri C.P. Rao as Assistant Commissioner in KVS RO Hyderabad on 18.08.2023, Common and specific duties and responsibilities of Assistant Commissioners of Hyderabad region are as detailed beneath.

Common Duties
Academic supervision and monitoring of the overall functioning of the Vidyalayas allotted.
Planning and guiding Cluster Level activities.
Guiding and reviewing of Vidyalaya plan and monitoring its implementation including CCA, Sports and pace-setting activities.
Supervision and monitoring of maintenance of infrastructure of Vidyalaya including sanitation, maintenance of toilets, electrification, drinking water facilities, fire safety equipment and maintenance of school garden.
Examination of grievances, complaints and disciplinary problems related to students, staff and also including Principal.
Monitoring of appointment of part time teachers on contractual basis and short-term deputation.
Monitoring publication of Vidyalaya Patrika and celebration of Annual Day and other programmes of the Vidyalaya.
Monitoring of timely distribution of split up syllabus, study material etc. among the students.
Monitoring the Programme for talented students and low performers.
Promote innovation and experiment among students and teachers and encourage participation in the NTSE/Maths & Science Olympiads/ Science Congress and other such academically beneficial programmes.
EBSB / Kala Utsav / Social Science related
Reporting/Reviewing of APAR's.
Monitoring of PTA/VMC meeting.
Updating of PIS of employees of KV's under charge/cluster.
DC Conference / Principals' Conference
Awards (National & any other)
Academic Meetings (Regional / Cluster Level) to ensure 100% result in Board classes
Official Language implementation & achievement assigned targets
Regional Academic Committee & follow up of decisions taken during the meeting
ICT Infrastructure report verification and authenticating the data submitted by Vidyalayas
Development of Atal Tinkering Laboratories and planning and preparation of gadgets under their personal guidance and supervision
<b>Any other such assignment or work as allotted or assigned by Deputy Commissioner</b>

MoJ 28/8/23

<b>Assistant Commissioner – 1</b>	<b>Assistant Commissioner – 2</b>	<b>Assistant Commissioner – 3</b>	<b>Assistant Commissioner – 4</b>
<b>Shri Prabhu Das</b>	<b>Smt. G.P. Krishna Veni</b>	<b>Shri Reji VR Nath</b>	<b>Shri C P Rao</b>
Trainings (All kinds)	Science Awards & Exhibitions & other allied activities	Sports & Games (Vidyalaya to National to SGFI & Khelo India)	-
EBSB, Kala Utsav, Social Sc. Exhibition related	FLN / NIPUN BHARAT	JNNMEE	Financial assistance to staff & scholarships
BS & G	Principals' Conference related works	Youth Parliament	PMKVY implementation and follow up
CBSE affiliation of KV's – Monitoring and timely action	Internal Complaints Committee Head & POCSO & 81 (B) related	SC/ST cell redressal committee	-
Study of Foreign Languages	Atal Tinkering Laboratories	NCC & Band Party preparation monitoring committee	Study of Sanskrit in classes IX to XII
DC Conference – Data collection and compilation	DC Conference – Data collection and compilation	Admissions (All Kinds) and Students enrolment data verification authority	DC Conference – Data collection and compilation
Digitization of Service Records of employees of staff of KV's allotted	Digitization of Service Records of employees of staff of KV's allotted	Digitization of Service Records of employees of staff of KV's allotted	Digitization of Service Records of employees of staff of KV's allotted
Plan & development of Study materials for class X in CBSE pattern	Plan & development of Study materials for class XII Science in CBSE pattern	Plan & development of Study materials for class XII (Humanities) in CBSE pattern	Plan & development of Study materials for class XII (Commerce) in CBSE pattern
Implementation of Vidyanjali program – Target oriented	Implementation of Vidyanjali program – Target oriented	Implementation of Vidyanjali program – Target oriented	Implementation of Vidyanjali program – Target oriented
Academic inspection of allotted Vidyalayas	Academic inspection of allotted Vidyalayas	Academic inspection of allotted Vidyalayas	Academic inspection of allotted Vidyalayas



<b>Assistant Commissioner – 1</b>	<b>Assistant Commissioner – 2</b>	<b>Assistant Commissioner – 3</b>	<b>Assistant Commissioner – 4</b>
<b>Shri Prabhu Das</b>	<b>Smt. G.P. Krishna Veni</b>	<b>Shri Reji VR Nath</b>	<b>Shri C P Rao</b>
Conduct of Spic Macay program – Monitoring and fixing the schedule for allotted KVs'	Conduct of Spic Macay program – Monitoring and fixing the schedule for allotted KVs'	Conduct of Spic Macay program – Monitoring and fixing the schedule for allotted KVs'	Conduct of Spic Macay program – Monitoring and fixing the schedule for allotted KVs'
PPC – Regional Coordinator	JIGYASA / JENESYS/NTSE	Local Transfers Committee Coordinator	Split up syllabus development committee Reg. Coordinator
Olympiads	<b>राजभाषा अधिकारी</b>	NAEP & Life skills committee Nodal officer	Financial assistance to teachers / Staff / Scholarships
Monitoring of welfare of conservancy staff of allotted KVs'	Monitoring of welfare of conservancy staff of allotted KVs'	Monitoring of welfare of conservancy staff of allotted KVs'	Monitoring of welfare of conservancy staff of allotted KVs'
Classes IX & XI academic progress monitoring authority for 2023-24	Classes XII (Science & Humanities) academic progress tracking work	Classes XII (Commerce) academic progress tracking work	Class X academic progress monitoring authority for 2023-24
Examinations (internal & External) – planning to accomplishment	Nodal Officer for conducting Atal Tinkering Laboratory Gadgets Exhibition for 2023-24	Smart Classes infrastructure monitoring authority	Teachers Exchange program
Regional Academic Committee – Regional coordinator	Regional Academic Committee – Member Secretary	Regional Academic Committee – Member	Regional Academic Committee – Member
Safety Certificates (NDMA Act & Supreme Court Directives) availability for allotted schools	Safety Certificates (NDMA Act & Supreme Court Directives) availability for allotted schools	Safety Certificates (NDMA Act & Supreme Court Directives) availability for allotted schools	Safety Certificates (NDMA Act & Supreme Court Directives) availability for allotted schools
SGFI certificates verification authority	Court Cases Review verification authority & second signatory	AMC of computers and Manpower	-
Deputation of teachers for academic help – <b>need assessment officer</b> for allotted KVs'	Deputation of teachers for academic help – <b>need assessment officer</b> for allotted KVs'	Deputation of teachers for academic help – <b>need assessment officer</b> for allotted KVs'	Deputation of teachers for academic help – <b>need assessment officer</b> for allotted KVs'
Stock verification & Condemnation of Articles verification authority & second signatory for allotted KVs'	Stock verification & Condemnation of Articles verification authority & second signatory for allotted KVs'	Stock verification & Condemnation of Articles verification authority & second signatory for allotted KVs'	Stock verification & Condemnation of Articles verification authority & second signatory for allotted KVs'

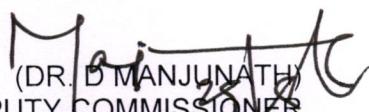


**PROVISIONAL DISTRIBUTION OF KENDRIYA VIDYALAYAS TO  
ASSISTANT COMMISSIONERS – 2023-24**

Assistant Commissioner – 1	Assistant Commissioner – 2	Assistant Commissioner – 3	Assistant Commissioner – 4
<b>Shri Prabhu Das</b>	<b>Smt. G.P. Krishna Veni</b>	<b>Shri Reji VR Nath</b>	<b>Shri C P Rao</b>
AFS Begumpet (12)	NTPC Ramagundam (12)	No.1 Uppal (12)	Kanchanbagh (12)
Tirumalagiri (12)	Nalgonda (12)	CRPF Hyderabad (12)	Picket (12)
No.2 Golconda (12)	Miryalaguda (10)	Bodhan (10)	Mahabubabad (10)
Warangal (12)	No.1 Golconda (12)	Nizamabad (10)	Khammam (12)
Jharasangam (10)	Mahabubnagar (12)	Gachibowli (12)	UoH-Gachibowli (10)
NFC Nagar (12)	NPA Shivrampalli (12)	No.2 Uppal (12)	Bhongir (10)
Mancherial (10)	No.2 AFA Dundigal (12)	Karimnagar (12)	Adilabad (10)
No.1 AFA Dundigal (12)	AFS Hakimpet (12)	Bowenpally (12)	Siddipet (10)
Bolarum (12)	Siricilla (10)	OF Eddumailaram (12)	

**KENDRIYA VIDYALAYAS LOCATED IN ANDHRA PRADESH**

Guntur Shift-1 (12)	Kurnool (12)	Kadapa (12)	Rajampalli (10)
Guntur Shift-2 (10)	Gooty (12)	Rajampet (10)	Kandukuru
Sattenapalli (10)	Anantapuram (10)	Srikakulam (12)	INS Kalinga (12)
Steel Plant (12)	Guntakal (10)	No.2 Vijayawada (10)	Irlapadu
No.1 Sri Vijayanagar (12)	No.2 Sri Vijayanagar (12)	Waltair (12)	Vizianagaram (12)
No.1 Vijayawada (12)	Tenali (12)	AFS Suryalanka (10)	<b>No.1 Tirupati (Shift – 1) (12)</b>
Ongole (12)	Malkapuram (12)	No.1 Nausenabagh (12)	<b>No.1 Tirupati (shift – 2) (10)</b>
NAD Visakhapatnam (12)	Kakinada (10)	Machilipatnam (12)	<b>No.2 Tirupati (10)</b>
Venkatagiri (12)	ONGC Rajahmundry (12)	Eluru (12)	
	No.2 Nausenabaugh (12)	Nellore (12)	
<b>(12) – 14; (10) - 04</b>	<b>(12) – 14; (10) - 05</b>	<b>(12) – 14; (10) - 05</b>	<b>(12) – 06; (10) - 10</b>

  
 (DR. D MANJUNATH)  
 DEPUTY COMMISSIONER

Copy to:

1. All the Assistant Commissioners, KVS RO Hyd – for information and necessary action.
2. Principals All Kendriya Vidyalayas for information and with the direction **to be ready for Panel & Surprise inspections for 2023-24. These inspections would begin w.e.f 23.06.2023**
3. Admin I/c KVS RO Hyderabad for kind information and necessary action
4. Finance I/c KVS RO Hyderabad for kind information and necessary action
5. PA to DC



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दिनांक/Dt. : 28.08.2023

#### कार्यालय आदेश /OFFICE ORDER

श्रीमती गोपालकृष्ण पिल्लई कृशनवेणी, सहायक आयुक्त केन्द्रीय विद्यालय संगठन हैदराबाद संभाग तत्काल प्रभाव से सम्भागीय राजभाषा अधिकारी के रूप में नामित किया जाता है। Smt. Gopalakrishna Pillai Krishnaveni, Assistant Commissioner is nominated as Officer for Implementation of Official Language with immediate effect.

- (क) राजभाषा समिति से संबंधित नीतियों का प्रभावी क्रियान्वयन / Effective implementation of the policies related to Official language committee
- (ख) त्रैमासिक रिपोर्ट समीक्षा के माध्यम से विद्यालय स्तर पर कार्यान्वयन और इसकी प्रभावकारिता का मूल्यांकन करना/ To assess the implementation and its efficacy at Vidyalaya level through review of Quarterly reports
- (ग) प्रत्येक केन्द्रीय विद्यालय के संबंध में समीक्षा मूल्यांकन तैयार कर उन्हें सूचित करना तथा सूचना के अनुकरण में विद्यालय प्रगति का आकलन अनुवर्ती के रूप में किया जाना। Prepare and inform the review appraisal in r/o each of the Kendriya Vidyalaya with follow up to assess the progress in subsequent quarters

- (घ) Target for 2023-24 for all Kendriya Vidyalayas are as follows:

हिंदी में कार्य की वृद्धि का लक्ष्य प्रतिशत	हिंदी में फाइल नोटिंग में वृद्धि का लक्ष्य प्रतिशत	पुस्तकालय की पुस्तकों की खरीद (अंतिम तिथि)	प्रत्येक तिमाही में कार्यशाला की तिथि
न्यूनतम 90% होना चाहिए 90% से ज्यादा प्रशंसात्मक	न्यूनतम 65% होना चाहिए	31.10.2023	प्रत्येक माह के तीसरे सप्ताह शनिवार के दिन आयोजन

- (ङ) कार्यशालाओं की योजना और संचालन करना - प्रत्येक तिमाही के तीसरे शनिवार को आयोजित होने वाली कार्यशाला के लिए कार्यसूची बिंदु तय करना/ To plan & conduct workshops - to decide the agenda points for workshop to be held on third Saturday of each quarter
- (च) क्षेत्रीय कार्यालय के प्रत्येक कर्मचारी द्वारा हिन्दी में किये गये कार्य की मासिक समीक्षा /Monthly review of work done in Hindi by each of the employees of Regional office

उपरोक्त जिम्मेदारियों के निर्वहन में श्रीमती रेणुका सोनकर, हिंदी अनुवादक केन्द्रीय विद्यालय संगठन हैदराबाद; उनकी सहायता करेंगी। Smt. Renuka Sonkar, Hindi Translator Kendriya Vidyalaya Sangathan Hyderabad region will assist her in discharging the above responsibilities.

14/21/2023  
(डॉ. डॉ. संजूना)  
उपायुक्त  
28/8

#### प्रतिलिपि / Copy to:

- संबंधित अधिकारी एवं कर्मचारी / Individual concerned
- समस्त सहायक आयुक्त केन्द्रीय विद्यालय संगठन हैदराबाद को सूचनार्थ / All Assistant Commissioners Kendriya Vidyalaya Sangathan Hyderabad region for information.
- प्रशासन अधिकारी केन्द्रीय विद्यालय संगठन हैदराबाद को सूचनार्थ Admin Officer Kendriya Vidyalaya Sangathan Hyderabad region for information
- वित्त अधिकारी केन्द्रीय विद्यालय संगठन हैदराबाद को सूचनार्थ Finance Officer Kendriya Vidyalaya Sangathan Hyderabad region for information
- Guard File

उपायुक्त