



केन्द्रीय विद्यालय संगठन  
Kendriya Vidyalaya Sangathan  
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File No. 11-E-3060(NIA)/2/2018-Estt-III

Date: 02.11.2018

To

The Deputy Commissioner/ Director  
Kendriya Vidyalaya Sangathan  
All Regional Office/ ZIET

**Most Important**

Subject: **Incentive Awards of Kendriya Vidyalaya Sangathan 2018- Notification of Revised Scheme and invitation of nominations - regarding.**

Madam/Sir,

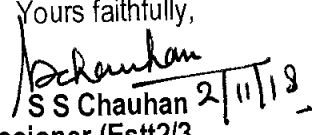
With regard to the subject cited above, this is to inform that Kendriya Vidyalaya Sangathan has revised its scheme of KVS Incentive Award with effect from 2018 on the line of National Awards for teachers (Presidential Award). KVS has made paradigm shift from past practice of submission of offline nominations for KVS Incentive Awards to online mode. This important change has been made to ensure complete transparency, fairness and accessibility to all. Nominations are invited from all eligible teaching and non-teaching employees for KVS Incentive Awards 2018 as per the prescribed schedule.

You are requested to give this scheme a wide publicity through the websites of Regional Offices, ZIETs and all Kendriya Vidyalayas by providing a link from Home Page of these websites. The sincere and dedicated employees who have contributed really to the noble cause of education and still making untiring efforts for the betterment of education should be encouraged and motivated to submit their nominations through online. Kindly do adhere strictly the time schedule fixed for each stage of this process.

Scheme of Incentive Awards is enclosed herewith as **Annexure-A1**.

This issues with the approval of the competent authority of KVS.

Encls: **As above**

Yours faithfully,  
  
S S Chauhan 2/11/18  
Assistant Commissioner (Estt2/3)

Copy to:

1. PS to Additional Commissioner (Admn/Acad), KVS (HQ), New Delhi- for information.
2. The Principals of Kendriya Vidyalaya Kathmandu/ Moscow/Tehran for information and necessary action.
3. All Principals of Kendriya Vidyalayas- for information and necessary action.
4. PS to Commissioner, KVS- for information.
5. All Joint Commissioners, KVS(HQ).
6. The General Secretary, all recognized associations.
7. The Deputy Commissioner, EDP to upload a copy of on the KVS (HQ) website.

## KENDRIYA VIDYALAYA SANGATHAN (HQ), NEW DELHI

## Revised scheme of KVS Incentive Award 2018

## 1. How to apply for KVS Incentive Awards:-

- (i) Eligible teaching and non-teaching employees of KVS who are desirous to submit their nominations for KVS Incentive Award 2018 are required to register themselves on the portal as per user manual and submit their nominations online within the specified time period.
- (ii) Common nomination is invited for KVS incentive Awards for both levels i.e. National and Regional Level Incentive Awards. Only online nominations will be accepted. The past practice of submission of physical proposals have been discontinued.
- (iii) Employee can access the Incentive award portal through KVS (HQ) website i.e. [www.kvsangathan.nic.in](http://www.kvsangathan.nic.in) under the head Announcement for submission of online nomination.
- (iv) Employees are suggested to go through the user manual before starting filing of online nomination application. This user manual is available on the award portal.
- (v) Employee can upload photograph and scanned copy of supporting documents along with the application at the specified place. For audio and videos, they can upload the same on You Tube and give the hyperlink for the same.
- (vi) Employee who has submitted his/her online nomination for KVS Incentive Award must prepare a Power Point Presentation (PPT) of 7 to 10 Minutes duration to be present before the Independent Jury at Regional and National Level. This Power Point presentation must have all glimpses of achievements and contributions of the employee.

## 2. Time schedule for KVS Incentive Awards 2018:

S.N.	Activity	Time Period	
		From	To
1	Submission of online nominations by the employee.	05.11.2018 (Monday)	14.11.2018 (Wednesday)
2	Verification of nominations by the controlling officers.	15.11.2018 (Thursday)	16.11.2018 (Friday)
3	Scrutiny by Regional Level Committee.	19.11.2018 (Monday)	20.11.2018 (Tuesday)
4	Selection by Regional Level Independent Jury.	22.11.2018 (Thursday)	25.11.2018 (Sunday)
5	Selection by National Level Independent Jury.	01.12.2018 (Saturday)	04.12.2018 (Tuesday)

## **2. Verification of nominations by the controlling officer i.e. Principal/ Director/ Deputy Commissioner:-**

The controlling officers will be provided user ID and Passwords by the KVS (HQ) so that they can access the nominations submitted by the employees working under their jurisdiction. Controlling officers are required to check each and every entry of the nomination application from the official records and record their observations in the specified place in the application and forward the nominations to the Regional Office. They are not supposed to reject or select any nomination. They are supposed to verify the factual position furnished by the employee in the application and to record their observations for the perusal of Independent Jury.

## **3. Verification by Regional Level Committee:-**

A three-member scrutinizing committee at the Regional Level under the chairmanship of the Deputy Commissioner, KVS Regional Office will check the eligibility of the candidates on the basis of proposals submitted by them online and forward the all nominations of eligible candidates to the independent jury at Regional Level. This Regional Level Scrutinizing Committee will comprise of Deputy Commissioner of the Region as Chairman, one Senior Most Assistant Commissioner of the Region (as per KVS seniority) and Administrative Officer/Section Officer/Assistant Section Officer of the Region as members. The work of this committee will only to check the eligibility criteria of the candidate as per norms of scheme. Proposals of ineligible candidates should be filtered out by this committee by recording the reasons thereof and proposals of all employees shall be forwarded to the Independent Jury of Regional Level.

## **4. Regional Level Independent Jury:-**

- (a) An Independent Jury at the Regional Level will select the nominations to the National Level Incentive Awards as well as for the Regional level Awards. The Independent Jury of Regional Level will assess and evaluate all the eligible nominees and forward the required number of nominations to the independent jury at the KVS National level. Those nominations that could not be selected for the KVS National Incentive Awards will be considered for Regional Level Incentive Awards alongwith the remaining eligible applicants at the regional level in accordance with their order of merit. This Independent Regional Level Jury will be headed by the Former Director, SCERT/Formal Director, State School Education Department/ Former Vice Chancellor/Formal Professor of a university located in the state. One renowned academician will be nominated as a member of the Independent Jury from the Departments other than KVS. One officer (not below the rank of Group "A" officer) from any Department of Central Government shall be nominated as member of this Independent Jury. This Independent Jury will be constituted by the Deputy Commissioner of the Region every year keeping in view the availability of the Chairman and other members.
- (b) The number of total nominations to be sent to National Level Independent Jury by the Regional Level Independent Jury category wise for teaching and non-teaching employees have been mentioned in **Annexure-I**.

## **5. National Level Independent Jury:**

- (i) Final Selection of awardees for KVS National Incentive Award will be done by the Independent Jury headed by the former Chairman, NCERT. The Jury will comprise of Chairman, one prominent educationist, one representative of Central Government, one officer from Institute of Secretariat

Training and Management (ISTM), New Delhi (as an expert for the assessment of Non-Teaching Staff). The Independent Jury shall be constituted by the Commissioner, KVS every year keeping in the view availability of the chairman and other members.

- (ii) One Group 'A' Officer will be nominated directly by the Commissioner, KVS for KVS National Incentive Award as per the past practice.
- (iii) KVS Regional Level Incentive Awards will be declared by the Regional Offices after the declaration of KVS National Incentive Awards.

#### **6. Eligibility for applying KVS Incentive Award:-**

- (i) An employee must have put in 05 years of regular service in Kendriya Vidyalaya Sangathan out of which 03 years of service should be in the present post as on 31.03.2018 for all teaching and non-teaching employees.
- (ii) There should not be any vigilance case pending against the employee and he/she should not be under the currency of any penalty.
- (iii) The average of APAR's grade points of the employee for last 05 years should not be less than 08 (outstanding) if average of 05 years APAR Grade point is less than 08 then employee is not eligible to apply for the KVS Incentive Award.

#### **7. Number of KVS Incentive Awards:-**

- (a) There are 30 National Incentive Awards. 25 Awards are for teaching employees from PRT to Principal and 05 Awards for Non- teaching employees including one Group "A" officer.
- (b) The Region wise number of KVS Regional Incentive Awards has been mentioned in **Annexure-II**.

#### **8. Mode of Evaluation by the Independent Jury-**

- (i) Nominations submitted by the employee will be evaluated by the Independent Juries at Regional Level and National Level on the basis of objective parameters for 100 marks. All eligible proposals shall be evaluated by the Regional Level Jury at first on the basis of proposals, audio-video material and Power Point Presentation given by the individual employee before the jury. Specified category wise number of nominations as per **Annexure-II** shall be forwarded by the Regional Level Independent Jury to the National Level Independent Jury.
- (ii) National Level Independent Jury will evaluate all the nominations received from all regions and see the Power Point Presentation given by the individuals and assign marks to the employee out of 100.
- (iii) Those employees whose nominations could not be selected for National Level Incentive Award shall be considered for Regional Level Incentive Award as per their order of merit decided by the Regional Level Independent Jury.
- (iv) Separate user ID and Password will be given to the Independent Juries at Regional Level and National Level to access the award portal and submit their assessment and recommendations. Jury is supposed to assign the marks to each candidate out of 100 as per marking scheme and

take a printout of list of recommended candidates and get it signed by all the members and the chairman of the jury and upload the same on the portal.

(v) The jury will provide 05 extra marks to the candidates belonging to the handicapped category out of 30 marks assigned for recognition in the marking scheme.

Note 1:-The candidates belonging to PH category must attach attested photocopy of the Medical Certificate to this effect indicating clearly percentage of disability.

Note 2:- For applicants who are working in KVS (HQ), KV Moscow, Kathmandu and Tehran will apply under the KVS Regional Office, Delhi. The employees of ZIET will apply on the portal of the Region concerned under which ZIET is located.

Note 3:- All Deputy Commissioners of the Region will provide supporting staff and stationery etc to the Independent Jury at Regional Level to facilitate their work.

The KVS National Incentive Award carries an amount of Rs. 25000/- (Rupees Twenty Five Thousand) + shawl+ Memento and a certificate whereas KVS Regional Incentive Award carries Rs. 10000/- (Rupees Ten Thousand) + shawl+ Memento and a certificate. KVS National Incentive Awards are to be given as per the past practice on the occasion of KVS Foundation Day i.e. 15<sup>th</sup> December.

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**KENDRIYA VIDYALAYA SANGATHAN**

**ANNEXURE-I**

**List of Regional Offices and Kendriya Vidyalayas under their jurisdiction**

S.No.	Name of Region	State allocated & No. of KVs	No. of KVs	Name of Zone	Number of Nominations to be sent by each Regional Office
1.	Chandigarh	1) Punjab 2) Chandigarh	55	North Zone (238 KVs)	Teaching-03 Non-Teaching-01
2.	Jammu	1) J&K	38		Teaching-02 Non-Teaching-01
3.	Delhi	1) Delhi	45		Teaching-05 Non-Teaching-02
4.	Gurgaon	1) Haryana 2) Himachal Pradesh	57		Teaching-03 Non-Teaching-01
5.	Dehradun	1) Uttarakhand	43		Teaching-02 Non-Teaching-01
6.	Raipur	1) Chhattisgarh	34		Central Zone (252 KVs)
7.	Bhopal	1) Madhya Pradesh	60	Teaching-04 Non-Teaching-01	
8.	Jabalpur	1) Madhya Pradesh	46	Teaching-02 Non-Teaching-01	
9.	Lucknow	1) Uttar Pradesh	44	Teaching-03 Non-Teaching-01	
10.	Agra	1) Uttar Pradesh	36	Teaching-02 Non-Teaching-01	
11.	Varanasi	1) Uttar Pradesh	32	Teaching-02 Non-Teaching-01	
12.	Patna	1) Bihar	48	East Zone (207 KVs)	Teaching-03 Non-Teaching-01
13.	Ranchi	1) Jharkhand	37		Teaching-02 Non-Teaching-01
14.	Bhubaneshwar	1) Odisha	60		Teaching-04 Non-Teaching-01
15.	Kolkata	1) West Bengal 2) Sikkim	62		Teaching-04 Non-Teaching-01
16.	Ahmedbad	1) Gujarat 2) Daman & Diu 3) Dadra & Nagar Haveli	47	West Zone (204 KVs)	Teaching-03 Non-Teaching-01
17.	Mumbai	1) Maharashtra 2) Goa	63		Teaching-04 Non-Teaching-01
18.	Jaipur	1) Rajasthan	75		Teaching-04 Non-Teaching-01
19.	Hyderabad	1) Andhra Pradesh 2) Telangana	67	South Zone (204 KVs)	Teaching-04 Non-Teaching-01
20.	Chennai	1) Tamil Nadu 2) Puducherry	48		Teaching-02 Non-Teaching-01

		3) Andaman & Nicobar Island			
21.	Bangalore	1) Karnataka	50		Teaching-03 Non-Teaching-01
22.	Ernakulam	1) Kerala 2) Lakshwadweep	39		Teaching-02 Non-Teaching-01
23.	Guwahati	1) Assam	40	North Eastern Zone (107 KVs)	Teaching-02 Non-Teaching-01
24.	Silchar	1) Tripura 2) Mizoram 3) Megalaya 4) Assam	29		Teaching-02 Non-Teaching-01
25.	Tinsukia	1) Nagaland 2) Arunachal Pradesh 3) Manipur 4) Assam	38		Teaching-02 Non-Teaching-01
26.	KVS (HQ)	1) Moscow 2) Kathmandu 3) Tehran	03	KVS (HQ)	Teaching-01 Non-Teaching-01
	Total		1196		Teaching-72 Non-Teaching-27 Total-99

**KENDRIYA VIDYALAYA SANGATHAN**

**ANNEXURE-II**

**Number of Regional Incentive Awards**

S.No.	Name of Region	State allocated & No. of KVs	No. of KVs	Name of Zone	Number of Proposed Regional Incentive Awards
1.	Chandigarh	1) Punjab 2) Chandigarh	55	North Zone (238 KVs)	Teaching-15 Non-Teaching-02
2.	Jammu	1) J&K	38		Teaching-12 Non-Teaching-02
3.	Delhi	1) Delhi	45		Teaching-20 Non-Teaching-03
4.	Gurgaon	1) Haryana 2) Himachal Pradesh	57		Teaching-15 Non-Teaching-02
5.	Dehradun	1) Uttarakhand	43		Teaching-15 Non-Teaching-02
6.	Raipur	1) Chhattisgarh	34	Central Zone (252 KVs)	Teaching-12 Non-Teaching-02
7.	Bhopal	1) Madhya Pradesh	60		Teaching-15 Non-Teaching-02
8.	Jabalpur	1) Madhya Pradesh	46		Teaching-15 Non-Teaching-02
9.	Lucknow	1) Uttar Pradesh	44		Teaching-15 Non-Teaching-02
10.	Agra	1) Uttar Pradesh	36		Teaching-12 Non-Teaching-02
11.	Varanasi	1) Uttar Pradesh	32		Teaching-12 Non-Teaching-02
12.	Patna	1) Bihar	48	East Zone (207 KVs)	Teaching-15 Non-Teaching-02
13.	Ranchi	1) Jharkhand	37		Teaching-12 Non-Teaching-02
14.	Bhubaneswar	1) Odisha	60		Teaching-18 Non-Teaching-02
15.	Kolkata	1) West Bengal 2) Sikkim	62		Teaching-18 Non-Teaching-02
16.	Ahmedbad	1) Gujarat 2) Daman & Diu 3) Dadra & Nagar Haveli	47	West Zone (204 KVs)	Teaching-15 Non-Teaching-02
17.	Mumbai	1) Maharashtra 2) Goa	63		Teaching-20 Non-Teaching-03
18.	Jaipur	1) Rajasthan	75		Teaching-20 Non-Teaching-02
19.	Hyderabad	1) Andhra Pradesh 2) Telangana	67	South Zone (204 KVs)	Teaching-20 Non-Teaching-02
20.	Chennai	1) Tamil Nadu	48		Teaching-15



		2) Puducherry 3) Andaman & Nicobar Island			Non-Teaching-02
21.	Bangalore	1) Karnataka	50		Teaching-15 Non-Teaching-02
22.	Ernakulam	1) Kerala 2) Lakshadweep	39		Teaching-15 Non-Teaching-02
23.	Guwahati	1) Assam	40	North Eastern Zone (107 KVs)	Teaching-15 Non-Teaching-02
24.	Silchar	1) Tripura 2) Mizoram 3) Meghalaya 4) Assam	29		Teaching-12 Non-Teaching-02
25.	Tinsukia	1) Nagaland 2) Arunachal Pradesh 3) Manipur 4) Assam	38		Teaching-15 Non-Teaching-02
26.	KVS (HQ)	1) Moscow 2) Kathmandu 3) Tehran	03	KVS (HQ)	Teaching-01 Non-Teaching-01
	Total		1196		Teaching-384 Non-Teaching-53 Total-437