



Kendriya Vidyalaya Sangathan
18 Institutional Area,
Shaheed Jeet Singh Marg
New Delhi - 110
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No. F.1105074/2012-KVSHQ(Estt.-III.)/1662-98

Dated: .07.2013

The Deputy Commissioner
Kendriya Vidyalaya Sangathan
All Regional Offices/ZIETs and
Principal, KV, Kathmandu/Moscow/Tehran.

06/08/13

SUBJECT: KVS REGIONAL INCENTIVE AWARD

Madam/ Sir,

KVS has initiated the Regional Incentive Award from 2010 to honour its Principals Teaching and Non-Teaching Staff for their dedicated and committed contribution in the field of education at Regional Level. The number of Awards of Regional Level will be as follows:-

S.NO.	CATEGORY	NO. OF AWARD
1	PRINCIPAL	1
2	VICE-PRINCIPAL	1
3	HM	1
4	PGT	2
5	TGT	3
6	PRT	4
7	MISC. CATEGORY TEACHER	3
8	GROUP 'B' & 'C' CAGTEGORY OF NON-TEACHING EMPLOYEES	2
	TOTAL	17

In addition one name in each category of teaching and non teaching belonging Physically Handicapped quota (i.e. those who have been appointed under PH category are in receipt of double transport allowance may be recommended. The no. of award under the Special Category (PH) are as under :-

Category	Description	No. of Awards
1	Special Category-[PH]- Secondary/ Sr Secondary teachers/ Principals/ VPs/and Misc Category Teachers	1
2	Special Category-[PH]PRTs including PRTMusic and HM	1
3	Special Category-[PH]=Non-teaching staff	1
	TOTAL	3

The Chairman VMC of KVs located at Moscow, Kathmandu and Tehran may recommend maximum one case from each category of the Award and forward the same directly to DC, Regional Office, Delhi and the Directors of ZIETs may forward the recommended one name from each category to the corresponding ROs.

1. The procedure will be initiated by the vidyalaya Principals recommending the names of eligible candidates in each Cadre to the Cluster Incharge. Each Cluster Incharge will forward 15 names (excluding Principal & Vice Principal) in total as per the details given above.
2. The Cluster Incharge will finalize the 15 names as per details given above from Sl.No.3 to 8 by following the laid down procedure :-

The Procedure for selection of KVS Regional Incentive Award will be the same as that for KVS National Incentive Award.

3 In case of Principal & Vice-Principal, the Deputy Commissioner of the region may invite minimum 03 applications in each cadre and final selection be done through Regional Selection Committee.

4 For Teaching and Non-Teaching Employees recommended for the Regional Incentive Award should have put in not less than 10 years of service in KVS as on 31st December of the preceding year out of which the applicant should have worked regularly for a minimum period of 05 years in the category under which applying for the Award. The Principals with 05 years of service in the Cadre are eligible for being recommended for the Regional Incentive Award, while Vice-Principal & HM with minimum of two years experience in the cadre can be considered for the eligibility of the Award.

5 The Screening cum Selection Committee for the Regional Incentive Award shall consist of the following :-

- | | |
|--|--------------------|
| 1. Deputy Commissioner/ Officiating DC | : Chairman |
| 2. Senior most Assistant Commissioner in the station | : Member |
| 3. AO/FO/SO of the Region | : Member Secretary |

For Regional Incentive Award, each awardee may be given a cash amount of Rs.5000/- a shawl and a citation.

At Regional Level the total expenditure will be as under:-

1	A Cash Prize of Rs.5000/- X 20 (in the form of Cheque/DD)	Rs.1,00,000/-
2	A Shawl, the maximum cost of which should not exceed Rs.1000/- X 20	Rs. 20,000/-
3	Miscellaneous Expenditure (Banner, PA System, Transport, Refreshment, Laminated Certificate (specimen copy of certificate is enclosed)	Rs.60,000/-
	Total	Rs.1,80,000/-

The expenditure will be debited to the Head (Academic Activities – Non Plan KVS” in the Budget grant of KVS.

6 The recommended applications in the enclosed prescribed performa complete in all respects from the individual Vidyalaya must reach the cluster incharge latest by 31st August, 2013.

7 The recommended applications complete in all respects from the cluster incharge must reach the Deputy Commissioners of the region concerned latest by 15th September, 2013.

8 The Regional Incentive Award shall be distributed at a function to be organized on KVS Foundation day 15th December in each region.

9 The Regional Incentive Awardee will be given weightage of 15 points for KVS Incentive Award/National Award.

Yours faithfully,

Encl: As above (Format of application form)

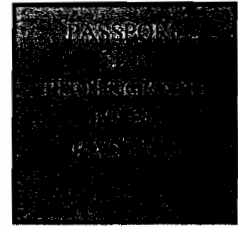

S. VIJAYA KUMAR
JOINT. COMMISSIONER (ADMN.)

Copy to :-

- 1 PS to Commissioner, KVS(HQ).
- 2 PS to Addl. Commissioner (Admn./Acad.), KVS(HQ).
- 3 AC(EDP), KVS(HQ) with the request to upload the circular on KVS Website.

PLEASE SUBMIT TWO EXTRA PASSPORT SIZE PHOTOGRAPHS IN SEPARATE ENVELOPE AFFIXING YOUR NAME
AT THE BACK AND ATTESTED BY THE PRINCIPAL

ANNEXURE - I



**PROFORMA FOR RECOMMENDING A TEACHER/VICE PRINCIPAL/
PRINCIPAL FOR KVS NATIONAL INCENTIVE AWARD / REGIONAL
INCENTIVE AWARD**

**PARTS A, B TO BE FILLED IN BY THE INDIVIDUAL AND
PART C IS TO BE FILLED IN BY THE PRINCIPAL (IN CASE OF TEACHERS & VICE
PRINCIPAL) AND BY THE CHAIRMAN VMC / DEPUTY COMMISSIONER (IN CASE
OF PRINCIPALS)**

PART - A

PARTICULARS OF THE TEACHER / PRINCIPAL

1. Name [in block letters]
2. Designation & School Address
With PIN Code
3. Region
4. Date of Birth
- Age (as on 31.03.2013)
5. Sex
6. Whether belongs to special
Category i.e. PH

7. ACADEMIC QUALIFICATIONS: -

Examination	University/Board/Deptt.	Year	Subject(s)

8. SERVICE RECORD (IN KVS ONLY): -

NAME OF THE VIDYALAYA	DESIGNATION	SERVICE DURATION			SUBJECT(S) TAUGHT	ANY OTHER RESPONSIBILITY DISCHARGED
		FROM DD-MM-YY	TO DD-MM-YY	TOTAL		

9. TOTAL EXPERIENCE (IN KVS ONLY)

(as on 31st December of the Preceding academic session)

Teaching _____

Administrative _____

Others _____

Total _____

PART – B

10. What has been the teacher's result for the past 5 Years in the highest class taught by the teacher at the Vidyalaya level (in case of PRTs & TGTs) and Board level examination (in case of PGTs, Vice Principals & Principals): -

A For Principal/Vice Principal

Year	Class	Number of Students appeared	% of 8.0 & above CGPA Performance Index of the Vidyalaya	Remarks
	X			
	XII			

B For PRTs/TGTs/PGTs

Year	Class & SUBJECT TAUGHT	Number of Students appeared	Performance Index of the highest class taught	For PRT - (%age of A grades). For TGTs/PGTs Teaching class X - (%age of 8.0 & above CGPA) For PGTs - (PI of highest class taught).

11. Any innovative Practice / experimentation undertaken for greater impact of: (attach proof)
- a. Teaching – Learning Process with special emphasis on Value based education.
 - b. Computer Aided Teaching
 - c. Self-prepared models / teaching aids
 - d. Improving the reading habits of Students
 - e. Administrative Work (for Principal)
 - f. Any other work

12. Mention special attention and assistance given to reduce the no. of detainees and enhance the performance of

- A. Gifted Students
- B. Weak Students
- C. Students with special needs

13. Record of In-Service training Programmes, workshops etc. attended (other than mandatory requirement) as Resource Person /Associate Director / Director. Give details of the last 10 years only.

Sl.No.	Year	Name of the Course	Duration	In the Capacity of Participant / Resource Person / Associate Director/ Director	Remarks

14. Mention your specific contribution in at least three activities supported by documents Verified by Principal/Deputy Commissioner towards: -

- a. CCA
- b. Discipline
- c. Games & Sports / Adventure Activities
- d. Club Activities/ Exhibitions
- e. Guidance Counselling
- f. Scout & Guide
- g. NCC / NSS / Life-Skills
- h. Social Service/Community Service.
- i. Any Other

15. Has any article related to the field of education been written and published in any newspaper/ magazine/ journal or has any text-book been written and published? If yes, give details: -

Sl.No.	Name of the Article/Textbook	Name of the Newspaper/ Magazine/ Journal/Publisher	Year of Publication	Remarks

16. Recognition/ Award/ Prize received at the National/State/ Regional/ District level by the teacher:

- (a) for self
- (b) for the students under the guidance of the teacher

Name of the Award	The Institution which Awarded	Year of Award	Field of Recognition	Award Received by Self/ Student

17. Any other significant achievement/ contribution not mentioned above

Signature of the Applicant

**INFORMATION TO BE GIVEN IN CASE OF PRINCIPAL BY THE CHAIRMAN
VMC/DEPUTY COMMISSIONER OF THE REGION**

(POINTS 18 TO 25) PLEASE GIVE ONLY BRIEF ACCOUNT

18	Has the Principal introduced any Innovative ideas for raising the Quality of education in the school?	
19	Does the Principal invite the Parents to Contribute in Academics/ Sports/ Cultural fields etc.	
20	Does the Principal take interest in maintenance of the infrastructure, beautification of the campus and cleanliness, if so, give details.	
21	Are the activities like Annual day, Sports day, Celebration of important days, Clubs (nature, science, reader), value based education etc. being organised? If so, give details.	
22	Is guidance provided to the teachers in professional development and whether he/she encourages the teachers as well as students for experiments / innovations?	
23	What goals / targets are set in academic / sports and games / other activities and what are the achievements?	
24	Has any project been undertaken during the last three years at School Level? If yes, give details.	
25	Have any concrete steps been taken to implement CMP and CCE? If yes, give details.	

PART – C

Remarks about the teacher/ Principal based on the Assessment by her / his superiors on three point scale viz. Outstanding / Very Good/ Good.

26. Does the Teacher/Principal command respect among the students?
27. Does the Teacher/Principal maintain cordial relations with his fellow – teachers and others Stake holders?
28. The following information may specifically be given: -
 - The Role of Teacher/Principal in maintaining discipline.
 - Punctuality in duty and Assignments.
 - Efforts for Inculcating Moral Values, National Integration and respect for Cultural Heritage.
29. Is She/ he held in high esteem by the community, particularly the parents?
30. What is the extent of participation of the Teacher/Principal in enhancing the image of the Vidyalaya in the Community?
31. Comment: -
 - Does she/he indulge in tuitions?
 - Is she/ he in the habit of submitting complaints and indulging in litigation?
32. **IT IS CERTIFIED THAT ALL THE INFORMATION PROVIDED FROM SL. NO. 01 TO 31 HAS BEEN CHECKED AND FOUND CORRECT.**

**SIGNATURE OF THE PRINCIPAL
(IN CASE OF A TEACHER)**

&

**SIGNATURE OF THE CHAIRMAN, VMC
(IN CASE OF PRINCIPALS)**

**COUNTER SIGNATURE
RECOMMENDATION OF
THE CHAIRMAN, VMC**

**COUNTER SIGNATURE OF
DEPUTY COMMISSIONER OF THE REGION
(WITH SEAL)**

PART – D

**REMARKS / RECOMMENDATIONS OF
THE KVS REGIONAL COMMITTEE**

**SIGNATURE
CHAIRMAN, KVS REGIONAL COMMITTEE**

PART – E

**RECOMMENDATIONS OF THE KVS
STATE COMMITTEE**

**SIGNATURE
CHAIRMAN, KVS STATE COMMITTEE**

KENDRIYA VIDYALAYA SANGATHAN

**KVS NATIONAL INCENTIVE AWARD/ KVS REGIONAL
INCENTIVE AWARD**

(TO BE FILLED IN BY REGIONAL OFFICE)

CHECK LIST..... CATEGORY (PH)

Name of the Teacher/Vice Principal/Principal _____

Post Held: _____

ACRs/APAR Points of last five years

Date of Birth: _____ Year

2008-9	2009-10	2010-11	2011-12	2012-13

Name of KV: _____ Points

Total service in KVS: ____Y ____M

1 (a) RESULT OF THE LAST 05 YEARS OF THE HIGHEST CLASS FOR SEC. & SR. SEC. CLASSES (QUANTITATIVE / QUALITATIVE) :-

Year	Classes taught	Pass %	(i)% of A Grades (For PRTs), (ii) % of 8.0 & above CGPA(For TGTs) (iii) PI (in case of PGTs) (iv) % of 8.0 and above CGPA/ PI of Vidyalaya (for Pr. & VP)

(b) RESULT OF THE LAST 5 YEARS FOR PRIMARY CLASSES: -

Year	Classes taught	No. of students with 'A' Grade	% of Students getting 'A' Grade

2 (a) Concerted steps taken to improve the quality of teaching by the teacher.

(b) Experience as Resource Person in In- service Courses. (No. of Times)

(c) Use of teaching aid / computers for teaching (used / not used).

(d) Whether undertaken innovative Practices / Project/ Experimentation

(e) Publication and involvement in the community

(f) Community Service

(g) Contribution in co – curricular activities

(Scout & Guide, NCC, NSS, Sports & Games etc.).

RECOGNITION: -

1. Award/Certificate

Attached/ Not Attached

2. Any other Award (National/State/Regional/District/ International Level) with details.

Prepared by _____ (Signature)

Checked by _____ (Signature)

ANNEXURE – III

**CERTIFICATE TO BE FURNISHED BY THE PRINCIPAL IN CASE OF
TEACHERS/VICE PRINCIPALS BY THE CHAIRMAN VMC OR DEPUTY
COMMISSIONER IN CASE OF PRINCIPAL.**

It is certified that Ms./ Mr../Mrs. (Name of the
teacher/Vice Principal/Principal with Designation) of Kendriya
Vidyalaya.....has an absolutely
clean record of service and faultless antecedents and that no vigilance/ disciplinary enquiries are
pending/ contemplated against her/ him.

**SIGNATURE OF PRINCIPAL/CHAIRMAN
VMC/DY. COMMISSIONER WITH SEAL**

I have checked all the details and will be personally responsible for any misrepresentation of facts.

**COUNTER SIGNATURE OF
DEPUTY COMMISSIONER OF THE REGION
(WITH SEAL)**