



केन्द्रीय विद्यालय संगठन (मुख्यालय)  
18, संस्थागत क्षेत्र, शहीद जीतसिंह मार्ग,  
नई दिल्ली-110016  
KENDRIYA VIDYALAYA SANGATHAN (HQ)  
18, INSTITUTIONAL AREA, SJS MARG  
NEW DELHI- 110016

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Through E-Mail only  
Date : 21.10.2020

To,  
The Deputy Commissioner/Director  
All Regional Offices/ZIETs  
Kendriya Vidyalaya Sangathan

Principals: KV Kathmandu, Tehran, Moscow

Sub: Publication of 14<sup>th</sup> issue of Annual Kavya Manjari (2020)-Reg.

Sir/Madam,

Entries are invited for the 14<sup>th</sup> issue of annual 'Kavya Manjari' published by KVS Headquarters. Kindly follow the guidelines given below for sending your entries.

1. All **Officers, Teachers and other Staff members of KVS are entitled** to send their poems for the Kavya Manjari-2020.
2. Poems shall be in sent **Hindi or English** only.
3. Poem shall be the **original literary work of the participant** and it shall be **self certified**.
4. One Person-One Entry: One Employee can send **only one entry** which he/she considers the best suitable for the nature of the book.
5. Please refrain from sending **lengthy poems**
6. Hindi Poems can only be sent in **Kruti-10 or Unicode Fonts (14 Font Size)**
7. For English Poems please use **Times New Roman Font (12 Font Size)**
8. Poems shall be sent only in **MS Word File**. Entries in JPEG image or PDF file will not be accepted.
9. Please send self certified poem with a covering letter **through e-mail given below**. Hard copies will not be accepted.
10. Don't forget to write **Name, Designation, K.V. Name, Postal Address and Mobile Number** of the participant at the end of the poem.

#### Cover Page

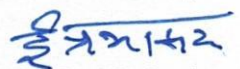
1. Entries are also invited for the **Cover Page of the book from our Art Teachers**
2. Art Teachers can send **more than one Cover Designs** for Kavya Manjari.
3. Designs should be **computer friendly**.
4. Please write the **Name, Designation, KV Name, Postal Address and Mobile Number** along with the Design.

The last date for sending all types of entries will be **05 November 2020**. No further communication will be entertained after the last date.

The decision of the selection committee constituted by the competent authority with regard to selection of the Poems will be final and abiding to all.

Entries can be send on this e-mail ID: [kavyamanjari.kvs@gmail.com](mailto:kavyamanjari.kvs@gmail.com)

*Hindi version follows*

Yours sincerely  
  
(Dr. E. Prabhakar)  
Joint Commissioner (Trg.)