



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 : 01.07.2019

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

**Principals:** KV Kathmandu, Tehran, Moscow

**Sub:** Publication of 13<sup>th</sup> issue of Annual Kavya Manjari (2019)-Reg.

Sir/Madam,

Entries are invited for the 13<sup>th</sup> issue of annual 'Kavya Manjari' published on the occasion of Teacher's Day. Kindly follow the guidelines given below for sending your entries.

- All **Officers, Teachers and other Staff members of KVS are entitled** to send their poems for the Kavya Manjari.
- Poems shall be in sent **Hindi or English** only.
- Poem shall be the **original literary work of the participant and self certified**.
- One person can send **only one entry** which he/she considers the best suitable for the nature of the book.
- Please refrain from sending **lengthy poems**
- Hindi Poems can only be sent in **Kruti-10 or Unicode Fonts (14 Font Size)**
- For English Poems please use **Times New Roman Font (12 Font Size)**
- Poems shall be sent only on **MS Word File**. JPEG images or PDF files will not be accepted.
- Please send self certified poem with a covering letter **through e-mail given below**. Hard copies will not be accepted.
- 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**

- Entries are also invited for the **Cover Page of the book from our Art Teachers**
- Art Teachers can send **One Cover Design** for Kavya Manjari.
- Designs should be **computer friendly**.
- 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 **31<sup>st</sup> July 2019**. No further communication will entertained after the last date.

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.)