



F.11-17/2003-KVS/(Admn-1)

केन्द्रीय विद्यालय संगठन  
KENDRIYA VIDYALAYA SANGATHAN

18-संस्थागत क्षेत्र,

18, INSTITUTIONAL AREA

शहीद जीत सिंह मार्ग,

SHAHEED JEET SINGH MARG

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Dated: 19.11.2014

### OFFICE-ORDER

In terms of provisions and Government of India instructions issued from time to time, the SC/ST Cell at KVS (Hqrs.) is re-constituted as under with immediate effect:-

- |   |            |
|---|------------|
| 1. Shri U.N. Khaware, Joint Commissioner (Admn.)    | - Convenor |
| 2. Ms. Anjana Hajarika, Asstt. Commissioner (Acad.) | - Member   |
| 3. Official concerned in Admn-1 Section             | - Member   |

As per provisions given in Article 159 of the Education Code for KVS, the Joint Commissioner (Admn.) & Convenor of the Committee will also act as Liaison Officer for SCs/STs & OBCs in respect of all categories of staff at KVS (Hqrs.)/Regional Offices cadres/ZIETs and Principal & Vice-Principal of the Vidyalayas.

A copy of letter F.No.11-17/2010-KVS/(HQ)/(Admn-1)/593 dated 14.05.2010 appertained to the duties & functions of the Committee is enclosed.

This issues with the approval of Competent authority.

(R.K. Pathik)

Asstt. Commissioner (Admn.)

Encl: As stated above.

Copy to:-

1. The Convenor of the Committee for information & necessary action.
2. The Joint Commissioner (Pers.)-cum-Chief Grievance Officer, KVS (HQ), New Delhi.
3. Ms. Anjana Hajarika, Asstt. Commissioner (Acad.), & Member, SC/ST Cell KVS (HQ), New Delhi.
4. Shri Amar Jeet Singh, Asstt. & Member, SC/ST Cell, KVS (Hqrs.), dealing with the grievances of SCs/STs & OBCs Cell.
5. The Deputy Commissioner, KVS, All Regional Offices with the request to circulate it amongst the staff of his/her office as well as to all Principals under their jurisdiction for information with further direction to bring this Office Order to the notice of the staff of the Vidyalaya.
6. All Officers/Sections KVS (HQ), New Delhi.
7. The Director, ZIET, Gwalior/Mumbai/Mysore/Chandigarh/Bhubneshwar.
8. The Principal, Kendriya Vidyalaya, Moscow/Kathmandu/Tehran.
- ✓ 9. The Dy. Commissioner (EDP), KVS (HQ), New Delhi with the request to upload it along with the enclosure on the KVS website.

KENDRIYA VIDYALAYA SANGATHAN  
18, INSTITUTIONAL AREA  
SHAHEED JEET SINGH MARG  
NEW DELHI - 110016

F.11-17/2010-KVS/(HQ)/(Admn-I) 593

Date: 14.05.2010

The Assistant Commissioner,  
Kendriya Vidyalaya Sangathan,  
All Regional Offices.

Sub: Composition of Grievance Redressal Committee for the redressal of grievances of SCs and STs of KVS- Regarding.

Sir/Madam,

In order to ensure due consideration and timely redressal of the grievances of the Employees of KVS belonging to SC/ST categories and to comply with the orders issued by the Govt. of India from time to time in this regard, a committee comprising the following officers has been constituted:-

1. Shri U. N. Khaware, Dy. Commissioner (Admn.) : Convenor
2. Shri Pushendra Kumar, Section Officer : Member
3. Shri Amar Jeet Singh, Assistant : Member  
(dealing with grievances)

The duties and functions of the committee will be as under:-

1. To hold meetings of the committee for considering the grievances received from SC/ST employees of KVS and the aspects required for the quick disposal.
2. To liaise and monitor for quick disposal of all the grievances referred by SC/ST Commission/Ministry of HRD/Prime Minister's Office.
3. To maintain liason with the Chief Grievance Officer at KVS Hqrs. and other appropriate authorities for supply of required information, answering queries and clearing doubts.
4. The convenor of the committee may allow personal hearing to the aggrieved SC/ST employees of the Sangathan, if so requested for quick disposal of the grievances.

1. **KVS HQRS.:**

Dy. Commissioner (Admn.) will act as Liaison Officer for SCs/STs and OBCs in respect of all categories of staff at Hqrs./RO cadres/Principals and Vice-Principal of the Vidyalaya.

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2. **RO/Vidyalaya level:**

Senior most Education Officer will act as Liaison Officer for SCs/STs and OBCs in respect of all categories of staff in RO and in Vidyalaya cadres i.e. teaching and non-teaching staff of the Vidyalaya.

3. **The duties and functions of Liaison Officers would be as under:**

- a) To ensure due compliance of reservation orders and benefits admissible to SCs/STs and OBCs.
- b) To scrutinize, prepare and prompt submission of the prescribed annual statements by the Appointing authority and to furnish the same to KVS (Hq.).
- c) To scrutinize proper implementation of proposals for de-reservation and to certify after the due satisfaction that such de-reservations are inevitable after making all out efforts and prescribed steps taken faithfully as per the laid down procedures.
- d) To maintain liaison with KVS Hqrs. and appropriate authorities for supply of required information, answering queries and clearing doubts.
- e) To conduct annual inspection of the rosters maintained and keeping a record of such inspection.
- f) To extend necessary assistance to the SCs/STs Commission
- g) Liaison Officer for SCs/STs employees should grant interviews to those SC/ST Employees who are desirous in meeting them for redressal of their grievances regarding appointments/promotion etc. and take necessary steps to rectify the mistakes if any.

This may be circulated among all concerned in the Regional Office and KVs under your administrative jurisdiction.

This issues with the approval of the Commissioner, KVS.

Yours faithfully,

(DR. (SMT.) V. VIJAYALAKSHMI)  
JOINT COMMISSIONER (ADMN.) (I/C)

Copy to:

1. The Convenor of the Committee and members concerned for information and necessary action.
2. The Dy. Commissioner (Pers.) cum Chief Grievance Officer, KVS (Hqrs.)
3. All Officers/Sections, KVS (Hqrs.), New Delhi.
4. The Director, ZIET, Chandigarh/Gwalior/ Mumbai/Mysore.
5. The Principal, Kendriya Vidyalaya Moscow/Kathmandu/Tehran.

  
13/5/10  
JOINT COMMISSIONER (ADMN.) (I/C)