



## केन्द्रीय विद्यालय संगठन

KENDRIYA VIDYALAYA SANGATHAN

18 संस्थागत क्षेत्र, शहीद जीत सिंह मार्ग,

नई दिल्ली 110 016

18, Institutional Area, Shaheed Jeet Singh Marg  
New Delhi 110 016

Fax: 26514179 फोन TEL: 26858570

website: www.kvsangathan.nic.in

Date: 29.05.2017

F.11013-1/2013-KVS (Admn-I)/

The Deputy Commissioner,  
Kendriya Vidyalaya Sangathan,  
All Regional Offices

**Subject: Kendriya Vidyalaya Sangathan (Allotment of Residence),  
Rules 1998 – matter pertaining to unauthorized overstay in  
KVS Staff Quarters.**

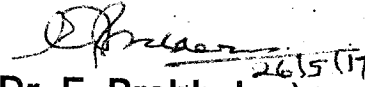
Sir/Madam,

KVS has encountered with the problem of unauthorized overstay by some of its employees who do not vacate the staff quarters occupied by them at the time of retirement/ superannuation. In some cases KVS also faced the difficulty in implementing recovery from the retired employees. In the matter of employees superannuated with CPF scheme the situation would be more complex.

Now, with a view to have better administrative control over the smooth allotment/ vacation of staff quarters by the employees of KVS, the competent authority KVS has decided to introduce an administrative arrangement with immediate effect as under:

- a) The authority concerned at various establishments of KVS, will inform the competent authority in Finance Division, at least 03 months in advance, about retention of staff quarter by any employee working under his/her control and superannuating/ retiring from KVS.
- b) The authority competent to approve pension, will order to retain an amount equal to 10% of the gratuity subject to the maximum of Rs. 50,000/- (Fifty thousand) from the employee concerned. The amount will be withheld in the form of Security/Caution Deposit. The amount so deducted will be refunded to the retiree within 30 days from date of vacating the quarter after recovery of all dues of KVS. In case the employee vacates the quarter within the permissible period, in that situation, the employee will be refunded the amount due to him by adding the interest gained by KVS from his/ her gratuity amount.

c) This may be circulated among all Kendriya Vidyalayas, with proper acknowledgement, functioning under your administrative jurisdiction.



(Dr. E. Prabhakar)

Joint Commissioner (Pers)

**Copy to :**

1. The Deputy Secretary (UT), MHRD, New Delhi for information
2. The EA/PS to Commissioner, KVS.
3. PS to Additional Commissioner (Admn/Acad).
4. Joint Commissioner (Finance), KVS for necessary action.
5. All Officers/ Sections, KVS for information and necessary action.
6. All Director, ZIETs for information and necessary action.
7. The Principal, Kendriya Vidyalaya Moscow, Kathmandu and Tehran.
8. The Deputy Commissioner (EDP), KVS with the request to upload the circular on KVS website.
9. The General Secretary, AIKVTA, KVPSS and KEVINTSA for information.

\*\*\*\*\*