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आज़ादी का  
अमृत महोत्सव

केन्द्रीय विद्यालय संगठन(मुख्य०)  
शिक्षा मंत्रालय भारत सरकार के अधीन स्वायत्त संस्थान  
18 संस्थागत क्षेत्र, शहीद जीत सिंह मार्ग, नई दिल्ली-110016.  
KENDRIYA VIDYALAYA SANGATHAN (HQs)  
An Autonomous Body under Ministry of Education, Govt. of India  
18, Institutional Area, S.J.S Marg, New Delhi-110016.  
Tel.: 011-26521841  
Website: [www.kvsangathan.nic.in](http://www.kvsangathan.nic.in)

F.11029/2022/KVS(HQ)/Acad./Misc./ 819-945

Dated: 29.06.2022

The Deputy Commissioner/Director  
Kendriya Vidyalaya Sangathan  
All Regional Offices/ZIETS.

Subject: Deployment of DEOs (Data Entry Operators) in Kendriya Vidyalayas - Regarding.  
Madam/Sir,

With reference to this office letter No.F.11020/01/2020/KVS(HQ)/Acad/JCM/9463-94 dated 13.02.2020, regarding deployment of DEOs (Data Entry Operators) in Kendriya Vidyalayas, it is pertinent to mention that instructions for outsourcing work/services at KVS (HQ)/RO/Vidyalaya level have also been issued vide KVS (HQ) letter No. F.110240/(6)/2009-KVS(HQ) (Budget) dated 12.03.2010 (Copy enclosed).

The matter has been raised by service associations of KVS in JCM meeting held on 19.04.2022 and it was discussed to review the instructions issued vide letter dated 13.02.2020.

Accordingly, the matter has been examined and following clarifications regarding engagement of Data Entry Operator (DEOs) in Kendriya Vidyalaya are given hereunder: -

The services of DEOs (Data Entry Operators) will be hired as per the actual requirement of Vidyalaya through GeM portal (as per GFR) depending upon the availability of funds in Vidyalaya Vikas Nidhi Account (VVN) under the head of Engagement of Contractual teachers/Payment to Instructors, with prior, approval of Chairman, VMC at rates prescribed by Central Govt./State Govt. issued from time to time.

In view of the clarification given above, the letter No. F.No.11020/01/2020/KVS (HQ)/Acad/JCM/9463-94 dated 13.02.2020 stands withdrawn.

Yours faithfully  
*P. Thakur*  
(Piya Thakur)

Joint Commissioner (Acad.)

Copy to:

1. All Joint Commissioners, KVS (HQ), New Delhi.
2. Superintending Engineer, KVS (HQ), New Delhi.
3. OSD (Def.), KVS (HQ), New Delhi.
4. Principal, KV, Kathmandu.
5. General Secretary, AIKVTA, 42-B, Mitra Nagar Colony, Opposite Super King School, Ram Nagar Sodala, Jaipur, Rajasthan- 302019.
6. General Secretary, KVPSS, 78, Village - Tatesar, PO- Jaunti, Delhi -110081.
7. General Secretary, KENVINTSA, KV No.1, Kanchrapara, PO-Kampa, West Bengal-743193.
8. Deputy Commissioner (EDP), KVS (HQ), New Delhi- with a request to upload a copy of this letter on website of KVS (HQ), New Delhi.
9. Guard File.





No.F.110240/(6)/2009-KVS(HQ)(Budget)

Dated: 12.3.2010

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

Subject: Outsourcing work/services at KVS(HQ)/RO/Vidyalaya level.

Sir/Madam,

I am to invite a reference on the subject cited above and to inform you that the matter regarding outsourcing work/services at KVS(HQ)/RO/Vidyalaya level was deliberated in the Finance Committee Meeting held on 24<sup>th</sup> November, 2009 and recommended for the approval of BOG. BOG in its meeting held on 14.12.2009 has approved the recommendations of Finance Committee. The approved recommendations for outsourcing work/services are reproduced below for necessary perusal and follow up:-

"The Committee recommended for approval of BOG for outsourcing of technical, non-technical & Maintenance functions in the Vidyalayas on prorate section wise basis to be met out of VVN and that of management and secretarial work at Regional Office and Hqrs. Level to be met out of non-plan grants so that the additional expenditure on outsourcing shall not exceed the following ceiling limits.:

(Rupees in lakh)

Sr. No.	Name of Office	No. of Units	Man days per unit	Total man days required	VVN	Non-Plan
1	KVS Hqrs.	01	5000	5000	-	8.40
2.	Regional Office	18	800	14400	-	24.19
3	Vidyalaya					
	(i) upto 2 sections	639	365	2,33,235	388.64	
	(ii) 3 to 4 sections	356	450	1,60,200	266.93	
	(iii) 5 and above	28	750	21,000	34.99	
					690.56	32.59

BOG in its meeting held on 14.12.2009 has approved the recommendations of Finance Committee.

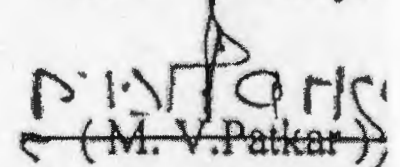
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88163/2022/O/O AC(Fin)

You are therefore requested to adopt the norms of expenditure out of Non-Plan in respect of Regional Office and collection of VVN in the case of respective Vidyalaya while outsourcing work/services. For outsourcing work/services, budgetary provision for the particular year is to be prepared and expenditure is to be incurred in accordance with the norms framed in the Annexure enclosed. This may kindly be circulated to all Kendriya Vidyalayas functioning under your Region.

Encl: As above.

Yours faithfully,

  
(M. V. Patkar)

Asstt. Commissioner (Finance)

## Financial Involvement for Outsourcing the Services for KVs , KVS ROs &amp; KVS(HQ)

88163/2022/O/O AC(Fin)

Sr. No		No. of KVs	Total No of Estimated Man Power Required for Outsourcing Services									
			Typing work and data processing	Financial Involvement ( Rupees In Lacs)	Office Assistance and Stenographical assistance	Financial Involvement ( Rupees In Lacs)	Scouting and Guiding activities through competent authorities like BS&G(HQ) and State/ Distt. Level bodies.	Financial Involvement ( Rupees In Lacs)	Maintenace of office , teaching and technologies equipments	Financial Involvement ( Rupees In Lacs)	Total Man Days Required	Total Financial Involvement ( Rupees In Lacs)
1	KVs with 2 & below Section	639	180	193.23	105	112.72	30	32.21	50	50.48	365	388.64
2	KVs with 3 to 4 Sections	356	222	132.77	129	77.15	37	22.13	62	34.87	450	266.93
3	KVs with 5 & above Sections	28	370	17.40	215	10.11	62	2.92	103	4.56	750	34.99
	KVs Total	1023	772	343.41	449	199.99	129	57.25	215	89.91	1565	690.56
4	KVS (HQ)	1	2500	4.20	2000	3.36	500	0.84	0	0.00	5000	8.40
5	KVS Regional Offices	18	400	12.10	320	9.68	80	2.42	0	0.00	800	24.19
	Grand Total	1042	3672	359.71	2769	213.02	709	60.51	215	89.91	7365	723.15

\* Calculation: Financial Involvement = (Total Man Days Required \* No. Of Sections \* Minimum Day Wages for Skilled/ Non Skilled Worker as per Labour Department Govt. of National Capital Territory of Delhi

\* No. of KVs Including Both I Shift and II Shift

\* Typing work and data processing under Skilled Category

\* Office Assistance and Stenographical assistance Under Skilled Category

\* Scouting and Guiding activities through competent authorities like BS&G(HQ) and State/ Distt. Level bodies under Skilled Category

\* Maintenace of office , teaching and technologies equipments under Semi Skilled Category

Rates For Skilled , Semi Skilled and Unskilled Category As Govt. of Delhi

Skilled Category = 168.00 Per Day

Semi Skilled Category = 158.00 Per Day

Unskilled Category = 151.00 Per Day