



केन्द्रीय विद्यालय संगठन
Kendriya Vidyalaya Sangathan
18 संस्थानिक क्षेत्र
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शहीद जीत सिंह मार्ग
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Website: www.kvsangathan.nic.in

File No. 11-E-3060(NIA)/2/2018-Estt-III

Date: 16.11.2018

To

The Principal
All Kendriya Vidyalayas

Most Important

Subject: **Forwarding of KVS Incentive Awards applications to Regional Offices after completing all necessary entries- regarding.**

Madam/Sir,

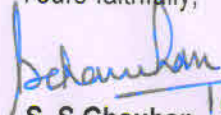
With regard to the subject cited above, I am directed to bring the following facts in your kind notice for necessary consideration:-

1. Every Principal or Head of RO/ ZIET is being provided with separate user ID and Password to access the online KVS Incentive Award Portal. The portal can be accessed through KVS (HQ) website www.kvsangathan.nic.in by clicking at Administration and it will open a link Incentive Award. By clicking on Incentive Award, a window will open and ask for user ID and Password.
2. There are three parts of online Incentive Award application. First Part is to be filled by the applicant and second part is to be filled by the controlling officer i.e. Principal, Deputy Commissioner, Director, ZIET etc. The controlling officer after login into the portal shall view the list of applications submitted by the employees for Incentive Award and go through the content and facts furnished by the applicant. Apart from this controlling officer is also required to fill his/ her observations in the application at specified places and submit to the Regional Office.
3. If controlling officer finds any ambiguity or factual mistakes/ exaggeration in the information/ data furnished by the employee in the award application then controlling officer should record his/her points of disagreement in the place provided for this purpose in the application.
4. The controlling officer cannot make any change in the content of application submitted by the applicant. He/she can only write his/her observations as per the official records. In no case, any application shall be withheld by the controlling officer.
5. All applications received from the Kendriya Vidyalayas/ ROs/ZIETs shall be verified by the Regional Level Committee to check the eligibility criteria of the applicant in terms of Para 6 of revised scheme of KVS Incentive Award 2018. If any applicant does not fulfill the laid down eligibility criteria then his/ her application shall be rejected by the committee after recording the proper justification of rejection. The rejected application will not be forwarded to the Regional Level Independent Jury.
6. After verification of Incentive Award applications by the Regional Level Committee, all suitable applications will be forwarded to Independent Jury. The Independent Regional Level Jury, on First day of its meeting shall assess the proposals and award marks to the applicant out of 75 on the given parameters. Thereafter, the jury will see the presentation given by the applicant and award the marks out of 25. (75+25=100)

7. The Independent Jury at Regional Level shall assess and evaluate applicants and prepare a merit list on the basis of marks scored by them. The candidates who have scored highest marks shall be forwarded to the National Level Jury as per the number of nominations fixed for the Region in each category i.e. Teaching and Non-Teaching.
8. The Regional Level Jury will take out the print of the list of recommended candidates and after signing it by the Chairman and members of the Jury, a copy should be uploaded on the portal at the specified space. Independent Jury shall be provided with a confidential user ID and password to login into the KVS Incentive Award Portal.
9. Separate objective marking schemes are being provided for the evaluation of proposals submitted by teaching and non-teaching employees for the use of Independent Jury alongwith common evaluation marking sheet.
10. Time schedule fixed for each stage of the process may kindly be strictly adhered to.

This issues with the approval of the competent authority.

Yours faithfully,


16/11/18

S. S Chauhan

Assistant Commissioner (Estt2/3)

Encls: As above

Copy to:

1. The Principals of Kendriya Vidyalaya Kathmandu/ Moscow/Tehran for information and necessary action.
2. The Deputy Commissioner/ Director, Kendriya Vidyalaya Sangathan, All Regional Offices/ ZIETs- for necessary action.
3. The Deputy Commissioner, EDP Cell, KVS(HQ)- for uploading the copy of the letter on the KVS website.