



केन्द्रीय विद्यालय संगठन
Kendriya Vidyalaya Sangathan

18 संस्थानिक क्षेत्र

18 Institutional Area,

शाहीद जीत सिंह मार्ग

Shaheed Jeet Singh Marg

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No. F.11060/4/2012-KVSHQ(Estt.-III.)/14521-57

Dated : 17/07/2015

The Deputy Commissioner
Kendriya Vidyalaya Sangathan
All Regional Offices/ZIETs and
Principal, KV, Kathmandu/Moscow & Tehran.

SUBJECT: KVS REGIONAL INCENTIVE AWARD-2015.

Madam/ Sir,

KVS has initiated the Regional Incentive Award from 2010 to honour its Principals Teaching and Non-Teaching Staff for their dedicated and committed contribution in the field of education at Regional Level. The number of Awards of Regional Level will be as follows:-

S.NO.	CATEGORY	NO. OF AWARD
1	PRINCIPAL	1
2	VICE-PRINCIPAL	1
3	HM	1
4	PGT	2
5	TGT	3
6	PRT	4
7	MISC. CATEGORY TEACHER	3
8	GROUP 'B' & 'C' CAGTEGORY OF NON-TEACHING EMPLOYEES	2
	TOTAL	17

In addition one name in each category of teaching and non teaching belonging Physically Handicapped quota (i.e. those who have been appointed under PH category are in receipt of double transport allowance may be recommended. The no. of award under the Special Category (PH) are as under :-

Category	Description	No. of Awards
1	Special Category-[PH]- Secondary/ Sr. Secondary teachers/ Principals/ VPs/and Misc. Category Teachers	1
2	Special Category-[PH]PRTs including PRT(Music) and HM	1
3	Special Category-[PH]=Non-teaching staff	1
	TOTAL	3

The Chairman VMC of KVs located at Moscow, Kathmandu and Tehran may recommend maximum one case from each category of the Award and forward the same directly to DC, Regional Office, Delhi and the Directors of ZIETs may forward the recommended one name from each category to the corresponding ROs.

1. The procedure will be initiated by the Vidyalaya Principals recommending the names of eligible candidates in each Cadre to the Cluster Incharge. Each Cluster Incharge will forward 15 names (excluding Principal & Vice Principal) in total as per the details given above.

Contd"....2.....

2 The Cluster Incharge will finalize the 15 names as per details given above by following the laid down procedure :-

The Procedure for selection of KVS Regional Incentive Award will be the same as that for KVS National Incentive Award.

3 In case of Principal & Vice-Principal, the Deputy Commissioner of the region may invite minimum 03 applications in each cadre and final selection be done through Regional Selection Committee.

4 For Teaching and Non-Teaching Employees recommended for the Regional Incentive Award should have put in not less than 10 years of service in KVS as on 31st March 2015 out of which the applicant should have worked regularly for a minimum period of 05 years in the category under which applying for the Award. The Principals with 05 years of service in the Cadre are eligible for being recommended for the Regional Incentive Award, while Vice-Principal & HM with minimum of two years experience in the cadre can be considered for the eligibility of the Award.

5 The Screening cum Selection Committee for the Regional Incentive Award shall consist of the following :-

- | | |
|--|--------------------|
| 1. Deputy Commissioner/ Officiating DC | : Chairman |
| 2. Senior most Assistant Commissioner in the station | : Member |
| 3. AO/FO/SO of the Region | : Member Secretary |

For Regional Incentive Award, each awardee may be given a cash amount of Rs.5000/- a shawl and a citation.

At Regional Level the total expenditure will be as under:-

1	A Cash Prize of Rs.5000/- X 20 (in the form of Cheque/DD)	Rs.1,00,000/-
2	A Shawl, the maximum cost of which should not exceed Rs.1000/- X 20	Rs.20,000/-
3	Miscellaneous Expenditure (Banner, PA System, Transport, Refreshment, Laminated Certificate (specimen copy of certificate is enclosed)	Rs.60,000/-
	Total	Rs.1,80,000/-

The expenditure will be debited to the Head (Academic Activities – Non Plan KVS" in the Budget grant of KVS.

6 The recommended applications in the enclosed prescribed Performa complete in all respects from the individual Vidyalaya must reach the cluster incharge latest by 31st July, 2015.

7 The recommended applications complete in all respects from the cluster incharge must reach the Deputy Commissioners of the region concerned latest by 20th August, 2015.

8 The Regional Incentive Award shall be distributed at a function to be organized on KVS Foundation day 15th December in each region.

9 The Regional Incentive Awardee will be given weightage of 10 points for KVS Incentive Award/National Award.

10 Please accord Top Priority.

Yours faithfully,

Encl: As above (Format of application form)


(S. Vijaya Kumar)
Joint Commissioner (Admn.)

Copy to :-

- 1 PS to Commissioner, KVS(HQ).
- 2 PS to Addl. Commissioner (Admn./Acad.), KVS(HQ).
- 3 DC(Acad.) EDP, KVS(HQ) with the request to upload the circular on KVS Website.

(PLEASE SUBMIT TWO EXTRA PASSPORT SIZE PHOTOGRAPHS IN SEPARATE ENVELOPE AFFIXING YOUR NAME AT THE BACK AND ATTESTED BY THE PRINCIPAL ANNEXURE - I

(Two Recent
Colour
Photographs)
One May be
pasted and
the other to
be attached
with the form

PROFORMA FOR RECOMMENDING A TEACHER/VICE PRINCIPAL/ PRINCIPAL FOR KVS NATIONAL INCENTIVE AWARD

**PART A and B TO BE FILLED IN BY THE INDIVIDUAL
PART C IS TO BE FILLED IN BY THE PRINCIPAL (IN CASE OF TEACHERS & VICE PRINCIPAL)
AND BY THE DEPUTY COMMISSIONER (IN CASE OF PRINCIPALS)**

PART - A

PARTICULARS OF THE TEACHER / VICE-PRINCIPAL/PRINCIPAL

1. Name [in block letters] _____
(in Hindi) _____
2. Designation _____
3. Name of KV & Region _____
4. Date of Birth _____
5. Sex _____
6. (i)Category(Gen/SC/ST/OBC) _____
(ii)Whether belongs to special
Category (Pl. Mention specifically) _____
7. Academic Qualification: - _____
8. Date of Joining
(i) in KVS : _____
Date Month Year
(ii) in Present Cadre: _____
Date Month Year
9. Total Service in KVS
(as on 31st March 2015)
(Completed no. of years) _____

(Name and Signature of Principal)

PART - B

10 The teacher's result for the past 5 Years in the highest class taught at the Vidyalaya level (in case of PRTs & TGTs) and Board level examination (in case of PGTs, Vice Principals & Principals): -

A For Principal/Vice Principal

Year	Class	Number of Students appeared	Number of students passed	Pass %	P.I in respect of class XII/ %age of students scoring 10 CGPA in respect of class X	Remarks
2010	X					
	XII					
2011	X					
	XII					
2012	X					
	XII					
2013	X					
	XII					
2014	X					
	XII					

B For PRTs/TGTs/PGTs

Year	Class & subject taught	Number of Students appeared	Number of students passed	Pass %	For PRT - (%age of A grades). For TGTs/PGTs teaching X - (%age of students scoring 10 CGPA For PGTs - PI of highest class taught.

(Name and Signature of Principal)

11. Record of In-Service training Programmes/ workshops attended as Director/ Associate Director / Resource Person. Give details of the last 10 years only.

Sl.No.	Year	Name of the Course	Duration	In the Capacity of Director/ Associate Director/ Resource Person/Participant	Remarks

(Name and Signature of Principal)

12. Specific contribution of the teacher apart from the regular teaching activities.

Name-of specific activities	Contribution	Authentication by Principal
CCA		
School Management		
Innovative practices		
Club Activities/ Exhibitions		
Guidance Counselling		
Scout & Guide		
NCC / Life-Skills		
Social Service/Community Service.		
JMO/JSO/Olympiads		
Any Other		

13. Has any article related to the field of education been written and published in any newspaper/ magazine/ journal or has any text-book been written and published? (during last ten years) If yes, give details: -

S.No.	Name of the Article/Textbook	Name of the Newspaper/ Magazine/ Journal/Publisher	Year of Publication	Remarks

14. Recognition/ Award/ Prize received at the National/State/ Regional/ District level by the teacher:

(a) for self

(b) for the students under the guidance of the teacher

Name of the Award	The Institution which Awarded	Year of Award	Field of Recognition	Award Received by	
				Self	Student (with number of students)

Signature of the Applicant

(Name and Signature of Principal)

PART - C (i)

15. Citation by the Deputy Commissioner of the Region about contribution of Principal in introducing Innovative Ideas, involving Community, maintenance and beautification of school campus, provision of guidance to teachers, organization of school activities, maintenance of cordial relationship with stakeholders, etc. in the overall development of the school.(150-200 words)

<u>CITATION</u>	Photograph
------------------------	-------------------

Signature of Deputy Commissioner of the Region

3

Remarks about the Teacher/Vice-Principal/ Principal based on the Assessment by her / his superiors on three point scale viz. Outstanding / Very Good/ Good.

16. The respect commanded by the Teacher / Principal -----
17. Maintenance of cordial relations with his fellow - teachers / Stake holders -----
18. The Role of Teacher/Principal in maintaining discipline. -----
19. Punctuality in duty and Assignments. -----
20. Inculcating Moral Values, National Integration and respect for Cultural Heritage. -----
21. Role of the Teacher/Principal in enhancing the image of the Vidyalaya in the Community -----

IT IS CERTIFIED THAT ALL THE INFORMATION PROVIDED FROM SL. NO. 01 TO 21 HAS BEEN CHECKED AND FOUND CORRECT.

SIGNATURE OF THE PRINCIPAL
(IN CASE OF TEACHER/VP)

SIGNATURE OF THE DEPUTY COMMISSIONER OF THE REGION
(IN CASE OF PRINCIPALS)
(WITH SEAL)

PART - D

REMARKS / RECOMMENDATIONS OF
THE KVS CLUSTER COMMITTEE

SIGNATURE
CHAIRMAN, KVS CLUSTER COMMITTEE

PART - E

RECOMMENDATIONS OF THE KVS
REGIONAL COMMITTEE

SIGNATURE
CHAIRMAN, KVS REGIONAL COMMITTEE

KENDRIYA VIDYALAYA SANGATHAN**KVS NATIONAL INCENTIVE AWARD**

(TO BE FILLED IN BY REGIONAL OFFICE)

CHECK LIST

Name of the Applicant _____

Designation: _____

Category:

Date of Birth: _____

Name of KV: _____

Total service in KVS: ____ Y ____ M

ACRs/APAR Points of last five years

Year	2010	2011	2012	2013	2014
Points					

1. RESULT OF THE LAST 05 YEARS OF THE HIGHEST CLASS FOR SEC. & SR. SEC. CLASSES (QUANTITATIVE / QUALITATIVE)-/ RESULT OF THE LAST 5 YEARS FOR PRIMARY CLASSES(PRT) --**Filled /not filled**

- 2 (a) Experience as Resource Person in In- service Courses. (No. of Times)
 (b) Use of teaching aid / computers for teaching. (used / not used).
 (c) Whether undertaken innovative Practices / Project/ Experimentation.
 (d) Publication and involvement in the community.
 (e) Community Service.
 (f) Contribution in co – curricular activities.
 (Scout & Guide, NCC, Sports & Games etc.)

RECOGNITION: -

1. Award/Certificate - _____ Attached/ Not Attached
2. Any other Award (National/State/Regional/District/ International Level) with details.

3. Whether Citation written - _____
4. Whether form is complete and duly countersigned- _____

Prepared by (SO) _____ (Signature)

Checked by (AO/AC) _____ (Signature)

**CERTIFICATE TO BE FURNISHED BY THE PRINCIPAL IN CASE OF
TEACHERS/VICE PRINCIPALS AND BY THE DEPUTY COMMISSIONER IN
CASE OF PRINCIPAL.**

It is certified that Ms. / Mrs. / Mr. (Name
of the teacher/Vice Principal/Principal with Designation) of Kendriya
Vidyalaya.....has an
absolutely clean record of service and faultless antecedents and that no vigilance/ disciplinary
enquiries are pending/ contemplated against her/ him.

**SIGNATURE OF PRINCIPAL /
DY. COMMISSIONER WITH SEAL**

**COUNTER SIGNATURE OF
DEPUTY COMMISSIONER OF THE REGION
(WITH SEAL)**

**(If forms are incomplete and not counter signed by the DC, they are liable to
be rejected.)**

**GUIDELINES FOR RECOMMENDING NAMES FOR KVS NATIONAL INCENTIVE
AWARD/REGIONAL INCENTIVE AWARD**

1. The main considerations for selection of the Teachers/ Principals are
 - (i) His/ Her reputation in the Vidyalaya and local community.
 - (ii) His/ Her academic efficiency and desire for its improvement.
 - (iii) His/ Her genuine interest in holistic development of Children.
 - (iv) His/ Her involvement and contribution in the social life of the community.
2. This is analysed with the help of the following parameters
 - a. ACR/ APAR of five years 25 Marks
 - b. Contribution 35 Marks
 - c. Recognition 15+15 Marks – this includes
 - i. National Level 15 Marks
(Govt. of India or International NGO Awards)
 - ii. State Level 10 Marks
 - iii. Regional Incentive Award 10 Marks
 - iv. District Level 05 Marks (on the basis of Citation)
 - d. Committee 10 Marks

A. RESULTS FOR LAST FIVE YEARS - QUANTITATIVE

FOR PRINCIPAL / VICE-PRINCIPAL / PGT / TGT	Marks to be allotted	Total Max. marks to be awarded
i. If the average result of preceding 5 years is 99% to 100%	05	05
ii. If the average result of preceding 5 years is 97%-98%	04	
iii. If the average result of preceding 5 years is 95% to 96%	03	
iv. If the average result of preceding 5 years is 93% to 94%	02	
v. If the average result of preceding 5 years is 91% to 92%	01	
B. RESULTS FOR LAST FIVE YEARS – QUALITATIVE		
FOR PGTS /VP/Principal		
i. PI 70 and above last five years.	05	05
ii. PI 70 and above in four out of last five years.	04	
iii. PI 70 and above in three out of last five years.	03	
iv. PI 70 and above in two out of last five years.	02	
v. PI 70 and above in one out of last five years.	01	
TGTs		
i. 50% students getting 90% & above/ A1 in all the 5 preceding years.	05	05
ii. 50% students getting 90% & above/ A1 in the 4 preceding years.	04	
iii. 50% students getting 90% & above/ A1 in the 3 preceding years.	03	
iv. 50% students getting 90% & above/ A1 in the 2 preceding years.	02	
v. 50% students getting 90% & above/ A1 in the preceding 1 year.	01	
C. Frequency of Participation in training programmes/ contribution to various training/in-service course as a resource person (Maximum 3 Marks , if attended 1 or more in-service course during last five years and 3 Marks if acted as Resource Person / Course Director / Associate Resource Person per In-service course with a maximum of 5 Marks)	05	05
D. Innovative experiments/Projects taken in the curricular / co-curricular areas (National Level-5/Regional -3/District/KV Level-2)	05	05

E. Development and use of teaching and technology aids/ use of computers for teaching/Special attention to gifted/weak/ children with special needs (To be awarded by AC/ DC concerned)				05	05
F. Contribution in administrative work & achievement in Co-curricular Activities like music, arts, sports, literature, Scouts and guides etc. Contribution towards community in form of various social service activities (To be awarded by Principal/AC/DC)				05	05
G. Publication (Research papers/Articles in international/national journals, Books, Vidyalaya Patrika etc.) in the last 5 years					05
i) National Level				05	
ii) State Level				03	
iii) Vidyalaya level				02	
H. RECOGNITION					
AWARDS RECEIVED DURING 5 (FIVE) PRECEDING YEARS	For Self (Max. Marks-15) (A)	For Students [under the teacher's guidance] (Max. Marks-15) (B)	Total Marks 15+15		
(i) National level (National Govt. of India or any International NGO Awards) including Innovation & Experimentation award & ICT award by NCERT	15	@ 3 Marks for each student			30
(ii) State Level (including Innovation & Experimentation award & ICT award by KVS	10	@ 2 Marks for each student			
(iii) Regional Incentive Award	10	@ 1 Mark for each student			
(iv) District Level	5	@ 1 Mark for each student			
I. Committee: The committee constituted for recommending names for award will allot marks on the basis of overall performance and reputation of teacher considering four parameters mentioned at Para – 1				10	10
J. ACRs/ APAR of last five Years (OS= 05, VG= 03, Good= 1)				25	25
TOTAL (A TO J)					100

FOR PRIMARY TEACHERS: -				Marks to be allotted	Total maximum marks to be awarded
A. Concrete steps taken to improve the quality of teaching at Primary level (to be awarded by the Principal)				05	05
B. Results for last five years					
i. If 80% and above students get A grade in all five years				05	05
ii. If 80% and above students get A grade for four years				04	
iii. If 80% and above students get A grade for three years				03	
iv. If 80% and above students get A grade for two years				02	
v. If 80% and above students get A grade for one year				01	
C. Frequency of Participation in training programmes/ contribution to various training/in-service course as a resource person (Maximum 3 Marks , if attended 1 or more in-service course during last five years and 3 Marks if acted as Resource Person / Course Director / Associate Resource Person per In-service course with a maximum of 5 Marks)				05	05
D. Innovative experiments/Projects taken in the curricular / co-curricular areas (National Level-5/Regional -3/District/KV Level-2)				05	05
E. Development and use of teaching and technology aids/ use of computers for teaching (To be awarded by AC concerned i.e. Cluster I/C).				05	05
F. Contribution in administrative work & achievement in Co-curricular Activities like music, arts, sports, literature, Scouts and guides etc. Contribution towards community in form of various social service activities (To be awarded by Principal/AC/DC)				05	05
G. Publication (Research papers/Articles in international/national journals, Books, Vidyalaya Patrika etc.) in the last 5 years					05
i) National level				05	05
ii) State level				03	
iii) Vidyalaya level				02	
H. RECOGNITION					
AWARDS RECEIVED DURING 5 (FIVE) PRECEDING YEARS	For Self (Max. Marks-15) (A)	For Students [under the teacher's guidance] (Max. Marks-15) (B)	Total Marks 15+15	15+15	30
(i) National level (National Govt. of India or any International NGO Awards) including Innovation & Experimentation award & ICT award by NCERT	15	@ 3 Marks for each student			
(ii) State Level (including Innovation & Experimentation award & ICT award by KVS)	10	@ 2 Marks for each student			
(iii) Regional Incentive Award	10	@ 1 Mark for each student			

(iv) District Level	5	@ 1 Mark for each student		
I. Committee: The committee constituted for recommending names for award will allot marks on the basis of overall performance and reputation of teacher considering four parameters mentioned at Para - 1			10	10
J. ACRs/ APAR of last five Years (OS= 05, VG= 03, Good= 1)			25	25
TOTAL (A TO J)				100

ANNEXURE - VI

FOR MISCELLANEOUS CATEGORY TEACHERS: -				Marks to be allotted	Total maximum marks to be awarded
A. Frequency of Participation in training programmes/ contribution to various training/in-service course as a resource person (Maximum 3 Marks , if attended 1 or more in-service course during last five years and 3 Marks if acted as Resource Person / Course Director / Associate Resource Person per In-service course with a maximum of 5 Marks)				05	05
B. Innovative experiments/Projects taken in the Curricular / Co-Curricular Areas (National Level-5/Regional -3/District/KV Level-2)				05	05
C. Development and use of teaching and Technology Aids/ use of Computers for teaching(To be awarded by AC concerned)				05	05
D. Contribution and achievement in Co-curricular Activities like music, arts, sports, literature, Scouts and guides etc. Contribution towards community in form of various social service activities(To be awarded by Principal/AC/DC				15	15
E. Publication (Research papers/Articles in international/national journals, Books etc./ Editor of Vidyalaya Patrika.					05
i) National level				05	
ii) State level				03	
iii) Vidyalaya level				02	
F. RECOGNITION					
AWARDS RECEIVED DURING 5 (FIVE) PRECEDING YEARS	For Self (Max. Marks-15) (A)	For Students [under the teacher's guidance] (Max. Marks-15) (B)	Total Marks 15+15	15+15	
(i) National level (National Govt. of India or any International NGO Awards) including Innovation & Experimentation award & ICT award by NCERT	15	@ 3 Marks for each student			30
(ii) State Level (including Innovation & Experimentation award & ICT award by KVS	10	@ 2 Marks for each student			
(iii) Regional Incentive Award	10	@ 1 Mark for each student			
(iv) District Level	5	@ 1 Mark for each student			
G. Committee: The Committee constituted for recommending names for award will allot marks on the basic of overall Performance and Reputation of Teacher considering four parameters mentioned at Para - I				10	10
H. ACRs/ APAR of last five Years (OS= 05, VG= 03, Good= 1)				25	25
TOTAL (A TO H)					100

Note: - The screening committee constituted at cluster/ regional level for recommending the names of Principals/ Vice-Principal/ Teachers for the award should ensure that above guidelines are strictly followed while shortlisting the entries.

Parameters for recommending names for KVS Incentive Awards for Non-Teaching Staff

ANNEXURE – VII

Sl. No.	Field/Activities	MARKS ALLOCATED	
		GROUP 'A' & 'B' OFFICERS	GROUP 'C' (INCLUDING SUB-STAFF)
1.	ACR/APAR for five years (OS = 05, VG=03, Good=01)	25	25
2.	(a) Innovative method adopted/concrete steps taken for improving the work system	10	10
3.	(b) Leadership quality (for Group A/B officers) Maintenance of records (for Group C employees)	5	5
4.	Conduct/participation by the officer/official in the In-service course/Training	05	05
5.	Use of rule position quality of disposal of work (Noting/Drafting etc.)	10	10
6.	Proficiency in the use of ICT in day-to-day work (However, for sub-staff, proficiency in handling computer/ fax/ photocopier /scanner etc.)	10	10
7.	Involvement in other activities, community service/dealing with peers.	05	05
8.	Publication (Articles in journals, Books including e-journals etc.) and involvement in the organizational matters	05	05
9.	Recognition :	15	15
	(i) National Level (Govt. of India or any International NGO Awards) – 15 marks.		
	(ii) State Level (including KVS Regional Incentive Awards) – 10 marks		
	(iii) District level – 5 marks		
10.	Committee: The committee constituted for recommending names for award will allot marks on the basis of overall performance and reputation of officer/official considering all the parameters mentioned above.	10	10
	TOTAL	100	100

Analysis-quality parameters-checklist for Incentive Awards 2015 -Misc. Category (Librarian, TGT (AE), TGT (WE), TGT P&HE & Yoga)

S. No.	Name	Desig.	Name of KV	Name of Region	Date of Birth	Date of joining in KVS	Date from which working in the present post	Total service in KVS as on 31-03-2015	ACR of last five years (2010-2014)																			
0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17											
									Max. Marks 25	Frequency of participation in training prog/ contribution to various training /in-service course as a resource person	Max. Marks 5+5	Innovative Experiments/Projects taken in curricular/ co-curricular areas + Development and use of teaching aid	Max. Marks 15	Contribution in administrative work & achievement in Co-curricular activities like music, arts, sports, literature, technological aids/use of computers for teaching	Max. Marks 5	13	Publication (Research papers/Articles in International/National journals, books, Vidyalaya Patrika etc.) in the last 5 years	Max. Marks 30	14	Recognition	Max. Marks 10	15	Committee	Max. Marks 100	16	Total (Col. 9-15)	17	Remarks (Please specify name of Award & Year)

वर्ष 2015 के लिए प्रोत्साहन पुरस्कार हेतु समूह 'क' और 'ख' अधिकारियों (गैर शिक्षक) की संस्तुति के लिए प्रपत्र

PROFORMA FOR RECOMMENDING GROUP 'A' & 'B' OFFICERS (NON-TEACHING STAFF) FOR INCENTIVE AWARD-2015

(भाग 'क' आवेदक द्वारा भरा जाए और भाग 'ख' विद्यालय के कर्मियों के बारे में प्राचार्य द्वारा, क्षेत्रीय कार्यालय के कर्मचारियों के बारे में उपायुक्त द्वारा, केविसं(मु) के अधिकारियों/ कर्मचारियों के मामले में संबन्धित शाखा/प्रभागीय अधिकारी और क्षेत्रीय कार्यालयों के सहायक आयुक्तों एवं केविसं(मु) के समूह 'क' अधिकारियों के मामले में अपर आयुक्त(प्रशा)/शै0 द्वारा भरा जाए)

(Part A to be filled by the applicant & Part B are to be filled in by the Principal in case of Vidyalaya Staff, by the Deputy Commissioner, RO concerned in case of Officer/Official of Regional Offices, Branch Officer/Divisional Head of concerned Branch/Division in KVS HQ in case of Officer/Official of Hqrs. Office and by Addl. Commissioner (Admn.)/ Addl. Commissioner (Acad.) in case of Deputy Commissioner of Regional Officers and Group-'A' Officers of KVS Hqrs.)

भाग 'क'/PART -A

Particulars of the Officer/Official

(Two recent Colour Photographs)

ONE RECENT COLOUR PHOTOGRAPH TO BE PASTED & THE OTHER TO BE ATTACHED WITH FORM

1. Name (English) :
((Shri/Smt./Km. in Capital letters)
2. Designation /Name of KV :
3. Name of /Region/ZIET/KVS (HQ) :
4. Date of Birth & present Age as on 31.3.2015 :
5. Sex
6. (i) Category(Gen/SC/ST/OBC) :
(ii) Whether belongs to special Category (Pl. Mention specifically) :

10. Has the officer taken part in any training programme/workshop as participant/Director/Resource Person? If so, give details of last five years:

S.No.	Year	Name of course/Workshop	Duration	In the Capacity of Director/ Associate Director/ Resource Person/Participants

11. Has the officer received any recognition, award or prize from school/community or Government during the last 10 years? If so, give particulars:

Name of the award	The institution which awarded	Year of award	Field of recognition

(A separate sheet may be attached if required).

12. Proficiency in the use of ICT in day to day work :

Signature of the Applicant

PART-B

13. (i) Comments of Controlling Officer on the maintenance of records of the applicant :
- (ii) Has the officer shown leadership qualities : in terms of appropriate decision making and problem solving on his/her own in matters within his/her allotted areas?
14. Has the officer done any outstanding or : notable work meriting commendation? Give details as recorded in the APAR.
15. The following information specifically be given :
- (a) Integrity:
 - (b) Punctuality in attendance:
 - (c) Discipline :
 - (d) Application of rule position :
 - (e) Relation with others :
 - (f) Quality of work :
 - (g) Use of Computer :
 - (h) State of Health :

16. Does the officer/official give any special attention and guidance to their colleagues for promptness in disposal of work?	
17. Any other significant achievement/ contribution of the officer/ official not mentioned above :	
18. Whether any Vigilance/ disciplinary case are pending or contemplated against the officer.	

19. Citation by the Deputy Commissioner of the Region about contribution of Gr. A/B Officer (NTS) in introducing Innovative Ideas, involving Community, maintenance and beautification of school campus, organization of school activities, maintenance of cordial relationship with stakeholders, etc. in the overall development of the school. (150-200 words)

CITATION

Photograph

Signature of Deputy Commissioner of the Region

CERTIFICATE

- (a) The service records and antecedents of the Officer/Official have been verified and found clean record and faultless antecedents.
- (b) It is certified that all the information provided from Sl. No.01 to 19 have been checked and found correct.

(Signature of the Principal/ Branch Officer /Deputy Commissioner/JC/Addl Comm)

Counter Signature of Deputy Commissioner of the Region in case of Vidyalaya Staff.

वर्ष 2015 के लिए प्रोत्साहन पुरस्कार हेतु समूह 'ग' अधिकारियों (गैर शिक्षक) की संस्तुति के लिए प्रपत्र
PROFORMA FOR RECOMMENDING GROUP "C" OFFICERS (NON-TEACHING STAFF) FOR INCENTIVE AWARD-2015

(भाग 'क' आवेदक द्वारा भरा जाए और भाग 'ख' विद्यालय के कर्मियों के बारे में प्राचार्य द्वारा, क्षेत्रीय कार्यालय के कर्मचारियों के बारे में उपायुक्त द्वारा, केविसं(मु) के कर्मचारियों के मामले में संबन्धित शाखा/प्रभागीय अधिकारी द्वारा भरा जाए)

(Part A to be filled by the applicant & Part B are to be filled in by the Principal in case of Vidyalaya Staff, by the Deputy Commissioner, RO concerned in case of Official of Regional Offices, Branch Officer/Divisional Head of concerned Branch/Division in KVS HQ in case of Officer/Official of Hqrs. Office.)

भाग 'क'/PART -A

Particulars of the Officer/Official

(Two recent Colour Photographs)

ONE RECENT COLOUR PHOTOGRAPH TO BE PASTED & THE OTHER TO BE ATTACHED WITH FORM

1. Name (English) :
((Shri/Smt./Km. in Capital letters)
2. Designation /Name of KV :
3. Name of /Region/ZIET/KVS (HQ) :
4. Date of Birth & present Age as on 31.3.2015:
5. Sex :
6. (i)Category(Gen/SC/ST/OBC) :

(ii)Whether belongs to special Category (Pl. Mention specifically):

10. Has the officer taken part in any training programme/workshop as participant/Director/Resource Person? If so, give details of last five years:

S.No.	Year	Name of course/Workshop	Duration	In the Capacity of Director/ Associate Director/ Resource Person/Participants

11. Has the officer received any recognition, award or prize from school/community or Government during the last 10 years? If so, give particulars:

Name of the award	The institution which awarded	Year of award	Field of recognition

(A separate sheet may be attached if required).

12. Proficiency in the use of ICT in day to day work :

Signature of the Applicant

PART-B

13. (i) Comments of Controlling Officer on the maintenance of records of the applicant :
- (ii) Has the officer shown leadership qualities :
in terms of appropriate decision making
and problem solving on his/her own in
matters within his/her allotted areas?
14. Has the officer done any outstanding or :
notable work meriting commendation?
Give details as recorded in the APAR.
15. The following information specifically be given :
- (a) Integrity:
 - (b) Punctuality in attendance:
 - (c) Discipline :
 - (d) Application of rule position :
 - (e) Relation with others :
 - (f) Quality of work :
 - (g) Use of Computer :
 - (h) State of Health :

16. Any other significant achievement/ contribution of the officer/ official not mentioned above :	
17. Whether any Vigilance/ disciplinary case are pending or contemplated against the officer.	

18. Citation by the Principal/Deputy Commissioner of the KV/Region about his/her contribution in introducing Innovative Ideas, involving Community, maintenance and beautification of school campus, organization of school activities, maintenance of cordial relationship with stakeholders, etc. in the overall development of the school. (150-200 words)

<u>CITATION</u>	Photograph
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Signature of Principal/Deputy Commissioner of the KV/Region

CERTIFICATE

- (a) The service records and antecedents of the Officer/Official have been verified and found clean record and faultless antecedents.
- (b) It is certified that all the information provided from Sl. No.01 to 18 have been checked and found correct.

(Signature of the Principal/ Branch Officer /Deputy Commissioner/JC/Addl Comm)

Counter Signature of Deputy Commissioner of the Region in case of Vidyalaya Staff.