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केन्द्रीय विद्यालय संगठन
Kendriya Vidyalaya Sangathan
18 संस्थानिक क्षेत्र
18 Institutional Area,
शाहीद जीत सिंह मार्ग
Shaheed Jeet Singh Marg
नई दिल्ली - 110016
New Delhi - 110016
Tele.011-26858570/26514179(Fax)
Website: www.kysangathan.nic.in

File No. 11-E-3060(NIA)/1/2019-Estt-III

Date: 07.10.2019

To

The Principal
All Kendriya Vidyalayas

Most Important

Subject: **Publicity of KVS Incentive Award scheme 2019 (Revised) amongst all KVS employees- regarding.**

Madam/Sir,

With regard to the subject cited above, you are aware that nominations are invited from all eligible teaching and non-teaching employees for KVS Incentive Awards 2019 as per the revised scheme and prescribed schedule.

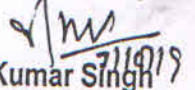
A wider participation among the teaching/ non-teaching employees of KVS requires that the scheme may be given wide publicity among the employees.

You are therefore directed that adequate copies of Incentive Award Scheme should be made available and kept in staff rooms, Vidyalaya Libraries and a copy should also be pasted on Vidyalaya Notice Board. Principal should personally ensure that this scheme is made known to each of the employee of his/ her vidyalaya and submit an undertaking to this effect to the Deputy Commissioner of the region by 10.10.2019. You may also get this Incentive Award scheme publicized through Teachers' Whatsapp Groups, emails and other relevant media.

Scheme of Incentive Awards is enclosed herewith as **Annexure-A-1**.

This issues with the approval of the competent authority.

Yours faithfully,



Vimlesh Kumar Singh
Assistant Commissioner (Estt2/3)

3977
14/10/2019
Encls: As above

Copy to:-


1. The all Deputy Commissioner, KVS Regional Office- for information and necessary monitoring.
2. The Director, all ZIETs, KVS- for information and necessary action.
3. The Principal, KV Kathmadu/ Moscow/ Tehran.

KENDRIYA VIDYALAYA SANGATHAN (HQ), NEW DELHI

Revised scheme of KVS Incentive Award 2019

1. How to apply for KVS Incentive Awards:-

- (i) Eligible teaching and non-teaching employees of KVS who are desirous to submit their nominations for KVS Incentive Award 2019 are required to register themselves on the portal as per user manual and submit their nominations online within the specified time period.
- (ii) Common nomination is invited for KVS incentive Awards for both levels i.e. National and Regional Level Incentive Awards. Only online nominations will be accepted.
- (iii) Employee can access the Incentive award portal through KVS (HQ) website i.e. www.kvsangathan.nic.in under the head Announcement for submission of online nomination.
- (iv) Employees are suggested to go through the user manual before starting filing of online nomination application. This user manual is available on the award portal.
- (v) Employee can upload photograph and scanned copy of supporting documents along with the application at the specified place. For audio and videos, they can upload the same on You Tube and give the hyperlink for the same.
- (vi) Employee who has submitted his/her online nomination for KVS Incentive Award must prepare a Power Point Presentation (PPT) of 7 to 10 Minutes duration to be presented before the Independent Jury at Regional and National Level. This Power Point presentation must have all glimpses of achievements and contributions of the employee.



2. Tentative Time schedule for KVS Incentive Awards 2019:

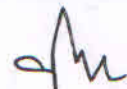
S.N.	Activity	Time Period	
		From	To
1	Submission of online nominations by the employee.	07.10.2019 (Monday)	20.10.2019 (Sunday)
2	Verification of nominations by the controlling officers.	22.10.2019 (Tuesday)	23.10.2019 (Wednesday)
3	Scrutiny by Regional Level Committee.	25.10.2019 (Friday)	04.11.2019 (Monday)
4	Selection by Regional Level Independent Jury.	08.11.2019 (Friday)	14.11.2019 (Thursday)
5	Selection by National Level Independent Jury.	18.11.2019 (Monday)	22.11.2019 (Friday)

2. Verification of nominations by the controlling officer i.e. Principal/ Director/ Deputy Commissioner:-

The controlling officers will be provided user ID and Passwords by the KVS (HQ) so that they can access the nominations submitted by the employees working under their jurisdiction. Controlling officers are required to check each and every entry of the nomination application from the official records and record their observations in the specified place in the application and forward the nominations to the Regional Office. They are not supposed to reject or select any nomination. They are supposed to verify the factual position furnished by the employee in the application and to record their observations for the perusal of Independent Jury.

3. Verification by Regional Level Committee:-

A three-member scrutinizing committee at the Regional Level under the chairmanship of the Deputy Commissioner, KVS Regional Office will check the eligibility of the candidates on the basis of proposals submitted by them online and forward the all nominations of eligible candidates to the independent jury at Regional Level. This Regional Level Scrutinizing Committee will comprise of Deputy Commissioner of the Region as Chairman, one Senior Most Assistant Commissioner of the Region (as per KVS seniority) and Administrative Officer/Section Officer/Assistant Section Officer of the Region as members. The work of this committee will be only to check the eligibility criteria of the candidate as per norms of scheme. Proposals of ineligible candidates should be filtered out by this committee by recording the reasons thereof and proposals of all employees shall be forwarded to the Independent Jury of Regional Level.



6. Eligibility for applying KVS Incentive Award:-

- (i) An employee must have put in 05 years of regular service in Kendriya Vidyalaya Sangathan out of which 03 years of service should be in the present post as on 31.03.2019 for all teaching and non-teaching employees.
- (ii) There should not be any vigilance case pending against the employee and he/she should not be under the currency of any penalty.
- (iii) The average of APAR's grade points of the employee for last 05 years should not be less than 08 (outstanding) if average of 05 years APAR Grade point is less than 08 then employee is not eligible to apply for the KVS Incentive Award.

7. Number of KVS Incentive Awards:-

- (a) There are 30 National Incentive Awards. 25 Awards are for teaching employees from PRT to Principal and 05 Awards for Non- teaching employees including one Group "A" officer.
- (b) The Region wise number of KVS Regional Incentive Awards has been mentioned in **Annexure-II**.

8. Mode of Evaluation by the Independent Jury-

- (i) Nominations submitted by the employee will be evaluated by the Independent Juries at Regional Level and National Level on the basis of objective parameters for 100 marks. All eligible proposals shall be evaluated by the Regional Level Jury at first on the basis of proposals, audio-video material and Power Point Presentation given by the individual employee before the jury. Specified category wise number of nominations as per **Annexure-II** shall be forwarded by the Regional Level Independent Jury to the National Level Independent Jury.
- (ii) National Level Independent Jury will evaluate all the nominations received from all regions and see the Power Point Presentation given by the individuals and assign marks to the employee out of 100.
- (iii) Those employees whose nominations could not be selected for National Level Incentive Award shall be considered for Regional Level Incentive Award as per their order of merit decided by the Regional Level Independent Jury.
- (iv) Separate user ID and Password will be given to the Independent Juries at Regional Level and National Level to access the award portal and submit their assessment

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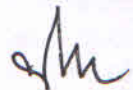
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- (ii) National Level Independent Jury will evaluate all the nominations received from all regions and see the Power Point Presentation given by the individuals and assign marks to the employee out of 100.
- (iii) Those employees whose nominations could not be selected for National Level Incentive Award shall be considered for Regional Level Incentive Award as per their order of merit decided by the Regional Level Independent Jury.
- (iv) Separate user ID and Password will be given to the Independent Juries at Regional Level and National Level to access the award portal and submit their assessment



and recommendations. Jury is supposed to assign the marks to each candidate out of 100 as per marking scheme and take a printout of list of recommended candidates and get it signed by all the members and the chairman of the jury and upload the same on the portal.

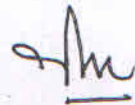
(v) The jury will provide 05 extra marks to the candidates belonging to the handicapped category out of 30 marks assigned for recognition in the marking scheme.

Note 1:-The candidates belonging to PH category must attach attested photocopy of the Medical Certificate to this effect indicating clearly percentage of disability.

Note 2:- For applicants who are working in KVS (HQ), KV Moscow, Kathmandu and Tehran will apply under the KVS Regional Office, Delhi. The employees of ZIET will apply on the portal of the Region concerned under which ZIET is located.

Note 3:- All Deputy Commissioners of the Region will provide supporting staff and stationery etc to the Independent Jury at Regional Level to facilitate their work.

The KVS National Incentive Award carries an amount of Rs. 20000/- (Rupees Twenty Thousand) + shawl+ Memento and a certificate whereas KVS Regional Incentive Award carries Rs. 10000/- (Rupees Ten Thousand) + shawl+ Memento and a certificate. KVS National Incentive Awards are to be given as per the past practice on the occasion of KVS Foundation Day i.e. 15th December.



ANNEXURE-I
KENDRIYA VIDYALAYA SANGATHAN

List of Regional Offices and Kendriya Vidyalayas under their jurisdiction and number of nominations to be sent to National Level Independent Jury for KVS National Incentive Award 2019.

S. No.	Name of Region	State allocated & No. of KVs	No. of KVs	Name of Zone	Number of Nominations to be sent by each Regional Office
1.	Chandigarh	1) Punjab 2) Chandigarh	55	North Zone (243 KVs)	Teaching-03 Non-Teaching-01
2.	Jammu	1) J&K	39		Teaching-02 Non-Teaching-01
3.	Delhi	1) Delhi	46		Teaching-05 Non-Teaching-02
4.	Gurgaon	1) Haryana 2) Himachal Pradesh	59		Teaching-03 Non-Teaching-01
5.	Dehradun	1) Uttarakhand	44		Teaching-02 Non-Teaching-01
6.	Raipur	1) Chhattisgarh	34	Central Zone (261 KVs)	Teaching-02 Non-Teaching-01
7.	Bhopal	1) Madhya Pradesh	62		Teaching-04 Non-Teaching-01
8.	Jabalpur	1) Madhya Pradesh	47		Teaching-02 Non-Teaching-01
9.	Lucknow	1) Uttar Pradesh	44		Teaching-03 Non-Teaching-01
10.	Agra	1) Uttar Pradesh	37		Teaching-02 Non-Teaching-01
11.	Varanasi	1) Uttar Pradesh	36		Teaching-02 Non-Teaching-01
12.	Patna	1) Bihar	48	East Zone (212 KVs)	Teaching-03 Non-Teaching-01
13.	Ranchi	1) Jharkhand	39		Teaching-02 Non-Teaching-01
14.	Bhubaneshwar	1) Odisha	62		Teaching-04 Non-Teaching-01
15.	Kolkata	1) West Bengal 2) Sikkim	63		Teaching-04 Non-Teaching-01
16.	Ahmedbad	1) Gujarat 2) Daman & Diu 3) Dadra & Nagar Haveli	47	West Zone (187 KVs)	Teaching-03 Non-Teaching-01
17.	Mumbai	1) Maharashtra 2) Goa	64		Teaching-04 Non-Teaching-01
18.	Jaipur	1) Rajasthan	76		Teaching-04 Non-Teaching-01

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19.	Hyderabad	1) Andhra Pradesh 2) Telangana	70	South Zone (208 KVs)	Teaching-04 Non-Teaching-01
20.	Chennai	1) Tamil Nadu 2) Puducherry 3) Andaman & Nicobar Island	49		Teaching-02 Non-Teaching-01
21.	Bangalore	1) Karnataka	50		Teaching-03 Non-Teaching-01
22.	Ernakulam	1) Kerala 2) Lakshwadweep	39		Teaching-02 Non-Teaching-01
23.	Guwahati	1) Assam	42	North Eastern Zone (110 KVs)	Teaching-02 Non-Teaching-01
24.	Silchar	1) Tripura 2) Mizoram 3) Megalaya 4) Assam	29		Teaching-02 Non-Teaching-01
25.	Tinsukia	1) Nagaland 2) Arunachal Pradesh 3) Manipur 4) Assam	39		Teaching-02 Non-Teaching-01
26.	KVS (HQ)	1) Moscow 2) Kathmandu 3) Tehran	03	KVS (HQ)	Teaching-01 Non-Teaching-01
	Total		1224		Teaching-72 Non-Teaching-27 Total-99

KENDRIYA VIDYALAYA SANGATHAN

Number of Regional Incentive Awards

S.No.	Name of Region	State allocated & No. of KVs	No. of KVs	Name of Zone	Number of Proposed Regional Incentive Awards
1.	Chandigarh	1) Punjab 2) Chandigarh	55	North Zone (243 KVs)	Teaching-15 Non-Teaching-02
2.	Jammu	1) J&K	39		Teaching-12 Non-Teaching-02
3.	Delhi	1) Delhi	46		Teaching-20 Non-Teaching-03
4.	Gurgaon	1) Haryana 2) Himachal Pradesh	59		Teaching-15 Non-Teaching-02
5.	Dehradun	1) Uttarakhand	44		Teaching-15 Non-Teaching-02
6.	Raipur	1) Chhattisgarh	34	Central Zone (261 KVs)	Teaching-12 Non-Teaching-02
7.	Bhopal	1) Madhya Pradesh	62		Teaching-15 Non-Teaching-02
8.	Jabalpur	1) Madhya Pradesh	47		Teaching-15 Non-Teaching-02
9.	Lucknow	1) Uttar Pradesh	44		Teaching-15 Non-Teaching-02
10.	Agra	1) Uttar Pradesh	37		Teaching-12 Non-Teaching-02
11.	Varanasi	1) Uttar Pradesh	36		Teaching-12 Non-Teaching-02
12.	Patna	1) Bihar	48	East Zone (212 KVs)	Teaching-15 Non-Teaching-02
13.	Ranchi	1) Jharkhand	39		Teaching-12 Non-Teaching-02
14.	Bhubaneswar	1) Odisha	62		Teaching-18 Non-Teaching-02
15.	Kolkata	1) West Bengal 2) Sikkim	63		Teaching-18 Non-Teaching-02
16.	Ahmadabad	1) Gujarat 2) Daman & Diu 3) Dadra & Nagar Haveli	47	West Zone (187 KVs)	Teaching-15 Non-Teaching-02
17.	Mumbai	1) Maharashtra 2) Goa	64		Teaching-20 Non-Teaching-03
18.	Jaipur	1) Rajasthan	76		Teaching-20 Non-Teaching-02