



F.1-23(3)/2004-KVS/Admn.I/

केन्द्रीय विद्यालय संगठन

KENDRIYA VIDYALAYA SANGATHAN

18 संस्थागत क्षेत्र, शाहीद जीत सिंह मार्ग,
नई दिल्ली 110 016

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Dated: 16.05.2018

OFFICE MEMORANDUM

Subject : Amendment in norms prescribed for opening of new Kendriya Vidyalayas under Civil/ Defence Sector.

In pursuance of the decision taken by the Board of Governors (BoG) of KVS, in its 109th meeting held on 06.03.2018, the existing norms prescribed for opening of new Kendriya Vidyalaya under Civil / Defence Sector are amended to the extent as given hereunder:-

1. Essential requirement for a new proposal for Kendriya Vidyalaya.

The following essential requirements of KVS will have to be mandatorily fulfilled by the sponsoring authorities for establishment of new Kendriya Vidyalayas under Civil/ Defence Sector:-

- (a) Availability of unencumbered and suitable extent of land, free of cost, as per the extant KVS norms.
- (b) Availability of at least 500 employees of the transferable and non-transferable Central Govt. employees including Defence and Para Military Personnel, Central Autonomous Bodies/ Central PSUs / Central Institutes of Higher Learning.
- (c) Availability of rent free suitable temporary accommodation as per KVS norms.

If a sponsoring authority fails to fulfil any of the three essential requirements as mentioned from (a) to (c) above, the proposal will not be processed further and will be awarded zero weightage.

2. Relaxations for LWE districts / Hill areas / NER.

The Left Wing Extremism (LWE) affected districts, State of Jammu and Kashmir, Himachal Pradesh, Uttarakhand, North Eastern Region States including the State of Sikkim will be considered separately with relaxed norms as well as additional 10 grace points. The special provisions for these Districts / States are given hereunder:-

S.No	New Provisions for Left Wing Extremism (LWE) affected districts, State of Jammu and Kashmir, Himachal Pradesh, Uttarakhand, North Eastern Region States including the State of Sikkim		
i.	Location	Minimum extent of land (Acres)	Desirable extent of land (Acres)
	All locations	2.5	5
ii.	Concentration of at least 200 employees of the Defence Services including Ex-servicemen or Para Military Forces or of Central Govt. or of the Govt. of India Undertakings individually or jointly at the proposed location/ station.		
iii.	Grace Points - 10 (over and above the weightage points scored)		

3. Evaluation of the proposal for opening of new Kendriya Vidyalaya under Challenge Method.

The norms for evaluation of proposal for opening of new Kendriya Vidyalayas under **Challenge Method** including parameters and weightage scores are as under:-

Sl. No.	Parameters	Maximum weightage	Weightage awarded	Remarks
1	Land without any encroachments/impediments like LT Line/HT Line/Trees, low lying land and land in two or more plots etc. No points shall be awarded even if one of the impediments exists.	20		
2.	Provision of utilities (Power, Water and Drainage facility by the local authorities) No points shall be awarded even if one of the utilities is not provided.	15		
3.	Road connectivity to the site (approach road)	15		
4.	Availability of residential accommodation for 50% staff as per KVS norms	10		

5.	Proximity of the site to the Collectorate - Points to be awarded w.r.t. distance from Collectorate on 1 to 20 point scale. 20 points shall be awarded for distance less than 1 km., 19 points for distance less than 2 kms & so on. No point will be awarded for 20 kms and above.	20		
6.	District having no KV (If any KV already exists in the district, zero point will be awarded.)	20		
	Total	100		

KVS Office-Memorandum of even number dated 20.01.2017 stands modified accordingly.


(Dr. Shachi Kant)

Joint Commissioner (Pers.)

Distribution:

1. The Secretary Education of all State Governments / UT Governments.
2. The Deputy Secretary (UT), MHRD, New Delhi for information.
3. The PS to Commissioner, KVS.
4. The PS to Additional Commissioner (Admn./ Acad.)
5. The Deputy Commissioner, KVS, All Regional Offices.
6. The Director, All ZIETs, KVS.
7. All Officer/ Sections, KVS (HQ).
8. The Principal, KV, Moscow, Kathmandu and Tehran.
9. The President/ General Secretary recognized Staff Associations.
10. The Deputy Commissioner (EDP) to upload the O.M. on KVS Website.



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No.F.1-23(3)/2004-KVS(Admn.1) / 601

Dated: 20th January, 2017

OFFICE MEMORANDUM

Subject: Revision of norms prescribed for opening of new Kendriya Vidyalayas under Civil/Defence Sector.

Approval of the Board of Governors, KVS as accorded in its 106th meeting held on 15.11.2016, is hereby conveyed for modifications in the existing norms prescribed for opening of new Kendriya Vidyalayas under Civil/Defence Sector to the extent as given hereunder:-

A. Sponsoring Authorities

Proposal for opening of new Kendriya Vidyalayas will be considered, if sponsored by
(a) Ministries or Departments of the Govt. of India; (b) State Governments;
(c) Union Territories Administration

B. Requirement of land

The requisite extent of land to be provided, free of cost, by the sponsoring authority is as under:-

Sl. No.	Location	Minimum extent of land (Acres)	Desirable extent of land (Acres)
1	Metropolitan cities and Hyderabad & Bangalore	2.5	5
2	All other Locations.	5	10

The Sponsoring Authorities should make efforts to provide the desirable extent of land in case of land availability for creation of all sports and other infrastructural facilities and for future expansion of KV, since in the minimum extent of land norm as above, all these facilities may not be adequately created.

For State Sponsored KVs under Civil Sector, the proposals should come from State Govt. **instead of from District Collectors.** Also to ensure that some KVs develop all sports facilities like football field, 400 meter running track etc. the State Govt. will take care that at least every third proposal sent by them fulfils the desirable extent of land norms in future.

Water and electricity lines/ supply and approach road upto the site offered by sponsoring authority for construction of permanent school building will be provided by the sponsoring authority at their cost.

C. Acceptance of land for Kendriya Vidyalayas on donation basis:-

KVS may accept the land on donation basis with the following provisions:-

- a) The donor may donate land to the State Govt./District Administration who in turn will transfer the land to KVS on permanent grant basis.
- b) KVS shall fix one plaque inside the Kendriya Vidyalaya campus at appropriate place engraving the name of donor as a mark of memory.

D. REQUIREMENT OF TEMPORARY ACCOMMODATION:

The sponsoring authority is liable to provide suitable & sufficient rent free temporary accommodation to run the classes. Preferably, the sponsoring authorities may provide 15 rooms roughly of the size of 7m x 7m, which can accommodate at least 40 students per section. This accommodation is necessary to initially open the new Kendriya Vidyalaya and start classes I to V with **single section** each and also for the purpose of Principal room, staff room, Library room, Vidyalaya Office and accommodation for other miscellaneous activities of the Vidyalaya and for consequential growth for next 3-4 years.

The Sponsoring Authority shall also provide safety certificate of the temporary building provided by them annually.

The sponsoring authority will undertake repairs/maintenance of the temporary building at its own cost till the Kendriya Vidyalaya is shifted in the permanent school building constructed by KVS.

In all the proposals which have already become feasible and duly approved by the BOG, KVS, the land extent already offered by the concerned sponsoring authority will not be changed in view of this revision of land norms. The new proposals including the proposals which are under various stages of examination are to be examined with reference to the revised norms hereafter.

A set of revised formats (Annexure-I, II & III) after incorporating the amendments as approved by the Board of Governors, KVS, in its 106th meeting *ibid*, are being circulated separately.

This may be circulated by Secretary Education of States to all the District Collectors and by Deputy Commissioners, KVS Regional Offices to all Kendriya Vidyalayas functioning under their administrative jurisdiction and proposals for opening of new Kendriya Vidyalayas may be examined and submitted as per these revised norms. State Governments may submit their proposals through the concerned Regional Offices of KVS.


(G.K. Srivastava)

Addl. Commissioner (Admn.)

Distribution:-

1. The Secretary Education of all State Governments/UT Governments.
2. The Deputy Secretary (UT), MHRD, New Delhi for information.
3. The PS to Commissioner, KVS
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ANNEXURE-I

NORMS FOR OPENING OF NEW KENDRIYA VIDYALAYA IN CIVIL SECTOR/DEFENCE SECTOR.

1. (i). Proposal for opening of new Kendriya Vidyalaya is considered only if sponsored by one of the following:-
- (a) Ministries or Departments of the Govt. of India.
 - (b) State Governments.
 - (c) Union Territories Administration.
- (ii). Free of cost land defined as under:

Sl. No.	Location	Minimum extent of land (Acres)	Desirable extent of land (Acres)
1	Metropolitan cities and Hyderabad & Bangalore	2.5	5
2	All other Locations.	5	10

(a) The Sponsoring Authorities should make efforts to provide the desirable extent of land in case of land availability for creation of all sports and other infrastructural facilities and for future expansion of KV, since in the minimum extent norm as above, all these facilities may not be adequately created.

For State Sponsored KVs under Civil Sector, the proposals should come from State Govt. instead of from District Collectors in future. Also to ensure that some KVs develop all sports facilities like football field, 400 meter running track etc. the State Govt. will take care that at least every third proposal sent by them fulfils the desirable extent of land norms in future.

(b) The Sponsoring Authority will be liable to identify and demarcate adequate and suitable land as per aforesaid norms. The identified and demarcated land will be required to be transferred in the name of new Kendriya Vidyalaya at the appropriate time either free of cost on permanent transfer basis or at nominal lease rent @ Rs.1/-per annum for 99 years. **On receipt of approval of Govt. of India for opening of new Kendriya Vidyalayas under Civil/Defence Sector, the concerned sponsoring authority will be intimated about sanction of a new KV but necessary administrative orders for opening of the new Kendriya Vidyalaya will be issued only after the identified and demarcated land is transferred to KVS on lease or permanent transfer and its possession is also given to KVS. In case, the required extent of land is not transferred in favour of KVS within one year of intimation of sanction by KVS, then the said sanction of a new KV may be withdrawn and utilized for another suitable location. However, if the required extent of land is transferred within one year, then administrative orders for opening of the new Kendriya Vidyalaya will be issued immediately after transfer of land, and the new KV will be opened in the temporary accommodation provided by the sponsoring authority.**

However, with respect to new KVs of Defence Sector, the one year norms may be relaxed on the merit of the case.

(c) Water and electricity supply upto the land offered, approach road to the land offered by sponsoring authority for construction of permanent school building will be provided by the sponsoring authority at their cost.

(iii) Acceptance of land for Kendriya Vidyalayas on donation basis:-

KVS may accept land on donation basis with the following provisions:-

- a) The donor may donate land to the State Govt./ District Administration who in turn will transfer the land to KVS on permanent transfer basis.
- b) KVS may fix one plaque inside the Kendriya Vidyalaya campus at appropriate place engraving the name of donor as a mark of memory.

(iv). (a) When there is a concentration of at least 500 employees of the Defence services including ex-servicemen or Para Military Forces or of Central Govt. or of the Govt. of India Undertakings individually or jointly at the proposed location/ station **(Department / Organization wise number of such employees may be attached on a separate paper)**. (250 in the case of Special Focus Districts)

(b) When there is minimum potential enrolment of children of specified categories belonging to categories I to IV which may be 200 total or an average of 30 per class, whichever is more. **(Para 4- Priorities for Admission- Annexure-II)**

(v). When the sponsoring authority makes available, **free of rent** temporary accommodation consisting of 15 rooms of approximate 7m X 7m size to house the newly opened expanding Vidyalaya till the Kendriya Vidyalaya Sangathan constructs its own Vidyalaya building on the land provided by the sponsoring authority.

(vi) Provision of the residential accommodation to at least 50% of the staff should be made available by the sponsoring authority. The number of such residential units needs to be earmarked before the school is opened.

2. A new Kendriya Vidyalaya may be opened in the campus of a Govt. of India Public Sector Undertaking if it agrees to bear the recurring and non-recurring expenditure including 100% staff accommodation, land & school building and future development facilities as also the proportionate overhead charges on the proposed Vidyalaya provided the need for such a Vidyalaya is established with reference to the location and non-availability of alternate educational facilities.

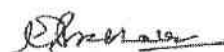
3. A new Kendriya Vidyalaya may be opened in the campus of an Institution of Higher Learning of Govt. of India like IIT, CSIR Laboratories etc. on the same terms and conditions as stipulated in respect of Schools for Public Sector Undertaking.

The Norms stated above are agreed.

(Signature of Sponsoring
Authority with Seal)

Place: _____

Date: _____



ANNEXURE-II

TERMS AND CONDITIONS FOR OPENING OF A KENDRIYA VIDYALAYA UNDER CIVIL SECTOR/DEFENCE SECTOR.

Note: Acceptance of terms and conditions by the sponsoring authority is a precondition to the opening of a new Kendriya Vidyalaya in the Civil/Defence Sector. The sponsoring authority is required to submit in quadruplicate, the acceptance and confirmation of the terms and conditions.

1. GENERAL

- a) The Sangathan does not take over an existing school.
- b) The Sangathan opens a new Kendriya Vidyalaya of its own in accordance with its own approved pattern of education.
- c) The Sangathan does not run KG classes.
- d) In no case the Sangathan will take the liability of appointing/absorbing any of an existing school staff in the service of the Sangathan. The existing staff members are, however, free to apply in response to the advertisement for various categories of posts, issued by the Sangathan from time to time and compete with outsiders.

2. (A). REQUIREMENT OF LAND :

A suitable piece of land, as prescribed under point 1(ii) of Annexure-I, will have to be provided free of cost or at nominal lease rent i.e. @ Re. 1/- per annum, for the construction of the permanent Vidyalaya building. A site plan of the land proposed to be provided should be attached. The demarcated land should be **transferred to KVS prior to opening of a new Kendriya Vidyalaya as stated in Para-1(ii) to Para 1(b) of Annexure-I.** This condition is mandatory before opening of a new Kendriya Vidyalaya. The sponsoring authority will also provide suitable temporary accommodation, free of rent, for running the school until the Sangathan is able to construct its own permanent Vidyalaya building on the land provided by the sponsoring authority. This period may be about 5 to 7 years after actual transfer of land to the Sangathan.

(B) REQUIREMENT OF TEMPORARY BUILDING FOR OPENING OF NEW KV:

- (i) The sponsoring authority is liable to provide suitable & sufficient rent free temporary accommodation to run the classes. Preferably, the sponsoring authorities may provide **15 rooms** roughly of the size of 7m x 7m, which can accommodate at least 40 students per section. This accommodation is necessary to initially open classes I to V with **single section** each for the purpose of Principal room, staff room, Library room, Vidyalaya Office and accommodation for other miscellaneous activities of the Vidyalaya and for consequential growth for next 3-4 years.

(ii) A sketch map of the proposed accommodation **indicating the sizes of the rooms** should be enclosed. Temporary accommodation once provided shall under no circumstances be withdrawn unless the Sangathan is satisfied with the alternative arrangements made in this regard by the sponsoring authority or until the Sangathan is able to construct its own building.

(iii) **The Sponsoring Authority shall also provide safety certificate of the temporary building provided by them annually.**

(iv) **The sponsoring authority will undertake repairs/maintenance of the temporary building at its own cost till the Kendriya Vidyalaya is shifted in the permanent school building constructed by KVS.**

3. RESIDENTIAL ACCOMMODATION:

Residential accommodation to at least 50% of the staff posted in the proposed K.V. will have to be provided by the sponsoring authority on priority basis on the same terms and conditions as applicable to their own staff of corresponding status till KVS constructs its own staff quarters. The total number of such residential units will need to be earmarked before the school is opened.

4. PRIORITIES FOR ADMISSIONS:

The following priorities have been laid down for admission to the Kendriya Vidyalayas in the Defence/Civil Sector.

1. Children of transferable and non-transferable central government employees and children of ex- servicemen. This will also include children of foreign national officials, who come on deputation or transfer to India on invitation by Govt. of India.
2. Children of transferable and non-transferable employees of Autonomous Bodies/Public Sector Undertaking/Institute of Higher Learning of the Government of India.
3. Children of transferable and non-transferable State Government employees.
4. Children of transferable and non-transferable employees of Autonomous Bodies/ Public Sector Undertakings/Institute of Higher Learning of the State Governments.
5. Children from any other category including the children of foreign nationals who are located in India due to their work or for any personal reasons. **The Children of Foreign Nationals** would be considered only in case there are no Indian Nationals' waitlisted for admission.

Note: Preference in Admission to wards will be granted based on the number of transfers of the parents in the last 7 years.

No deviation from the aforesaid policy can be made in the matters of admission.

NOTE:

The Kendriya Vidyalaya will strictly follow the instructions issued from time to time by the Kendriya Vidyalaya Sangathan in regard to admission, fee structure, syllabus, medium of instruction, utilization of Vidyalaya Vikas Nidhi, text books, examination, promotion, norms for sanction of staff, teachers qualifications, their appointment, promotion, transfer etc.

5. STAFF:

The entire staff for the Vidyalaya will be appointed by the Kendriya Vidyalaya Sangathan in the scales of pay and on the terms and conditions prescribed by it from time to time.

6. VIDYALAYA MANAGEMENT COMMITTEE:

The Vidyalaya Management Committee will be constituted in accordance with the pattern prescribed by the Sangathan from time to time.

7. AFFILIATION:

The school will get itself affiliated to the Central Board of Secondary Education, New Delhi at the appropriate time.

8. OTHERS:

(A) In the event of violation of terms and conditions for running the Kendriya Vidyalaya by the sponsoring authority, the Sangathan will have the right to close down the Kendriya Vidyalaya and examine the disposal of assets and liabilities in consultation with the Government of India.

(B) Further, aforesaid terms and conditions are subject to modifications in the light of the directive of Board of Governors of KVS/ Government of India from time to time.

The terms and conditions as referred to above are accepted and confirmed.

**(Signature of Sponsoring
Authority with Seal)**

Place: _____

Date: _____



SURVEY REPORT FOR THE OPENING OF NEW KENDRIYA VIDYALAYA

I. Location of site offered for permanent School building

1. (i) Name & full address with pin code of the Site/ Location station where land is offered for permanent Vidyalaya building : _____

- ii) Post Office : _____
- iii) District & Distt. Headquarter : _____
- iv) State : _____
- v) Nearest Railway Station (Distance from the permanent site/ location of the School from the Railway Station) : _____

2. Bank facilities Indicate the name of the nearest Bank and the distance from the site of the Permanent Site/ Location : _____

3. Security arrangements for keeping cash in the school premises : _____

4. a) Name of the Sponsoring authority : _____
- b) Full Name, Designation, Address, Telephone No, e-mail etc. of the Official Competent to take decision on behalf of the sponsoring authority who should be addressed in connection with the proposal : _____

II. DETAILS OF TEMPORARY BUILDING AND OTHER FACILITIES FOR OPENING THE NEW KENDRIYA VIDYALAYA

1. Name & full postal address of the temporary building in which new Kendriya Vidyalaya is proposed to be opened :

2. No. of rooms for classes, library, laboratory, special rooms, Principal's room, staff room etc. Please attach sketch map and indicate the size of various rooms in meters(15 rooms of size 7m X 7m is the norm) :

3. Facilities for fans and electric and water connections in the rooms and in the campus of the temporary building :

4. Location of the temporary building of the School with respect to the residential colony/ area in the station :

5. Facilities for playground and other open space for the use of students :

6. Commitment that for temporary building no rent/license fee will be charged from KVS :

7. Commitment that sponsoring authority will undertake major repairs and maintenance of the temporary school building till permanent school building is constructed :

[Handwritten Signature]

III. OTHER PHYSICAL FACILITIES PROPOSED TO BE MADE AVAILABLE BY THE SPONSORING AUTHORITY IN THE NEAR FUTURE AND THE DATE BY WHICH TO BE MADE AVAILABLE :

IV. FACILITIES FOR STAFF

1. Details of the residential accommodation to be provided to the teachers, non-teaching personnel and terms on which to be made available. Please indicate the particulars of the houses earmarked for the staff :

2. Facilities for medical attendance available/ to be made available to the staff :

3. Facilities for shopping and purchase of provisions :

4. Facilities for transport, recreation and entertainment available at station and terms on which available :

V. LAND FOR CONSTRUCTION OF PERMANENT SCHOOL BUILDING :

1. Extent of land (in acres.) :

2. Whether the above land has been earmarked and demarcated for the New Kendriya Vidyalaya :

[Signature]

3. Whether the land is being offered free of cost on permanent transfer basis or on the token lease of Re 1/- per annum to Kendriya Vidyalaya Sangathan for construction of school building and premises, as per norms prescribed in para-1(ii) of Annexure-I. (Land to be transferred prior to opening of a Kendriya Vidyalaya) :

4. To provide electricity and water supply upto the offered site, metalled approach road upto the site :

VI. CATEGORIES OF PERSONNEL AT THE STATION AND NEAR ABOUT.

The number of personnel at the station and near about belonging to the following categories:-

a) Transferable Central Government employees including Ex.-Servicemen:

b) Non-transferable Central Govt. employees :

c) Transferable and non-transferable employees of Autonomous Bodies /Public Sector Undertakings/ Institute of Higher Learning of the Government of India :

d) Transferable State Government employees :

e) Non-transferable employees of State Government :

- f) Transferable and non-transferable employees of Autonomous Bodies /Public Sector Undertakings/ Institute of Higher Learning of the State Governments :

NOTE : The word **transferable** denotes only those employees who have actually been transferred from one station to another at least once during the preceding 07 years.

VII. SCHOOLING FACILITIES IN EXISTENCE

Is there any School in existence, in the station and/or near by If so, the names and other details indicating classes, subjects, medium of instructions affiliation with Secondary Education Board (State/Central) etc. may be given :

VIII. AVAILABILITY OF STUDENTS FOR ENROLMENT

- | | | |
|----|---|--|
| 1. | Students on rolls in the schools mentioned in para (VII) above | Students likely to be admitted in the proposed new KV |
|----|---|--|

I		
II		
III		
IV		
V		
VI		
VII		
VIII		
IX		
X		
2.	Distribution of the students in accordance with categories of personnel as indicated in VI (a) to (f) above.	
a)		
b)		
c)		
d)		
e)		
f)		
g)		

[Handwritten Signature]

IX. FURNITURE AND OTHER TEACHING MATERIALS:

Details of furniture for students and other teaching materials like black-boards, maps, Lab. Equipments etc. which will be transferred to proposed new KV free of cost :

X. IN CASE IT IS PROPOSED TO HAND OVER AN EXISTING CBSE AFFILIATED SCHOOL BUILDING WITH STUDENTS (BUT EXCLUDING TEACHERS AND STAFF) TO THE KENDRIYA VIDYALAYA SANGATHAN, PLEASE GIVE THE INFORMATION ON THE FOLLOWING POINTS (IN ADDITION TO THE POINTS MENTIONED ABOVE)

- a) The details of the school building and campus, number of rooms etc.
- b) Details of furniture for students & teachers and teaching materials, Lab. Equipments, Library Books etc. available in the school.
- c) Statement indicating the assets of the Vidyalaya both movable and immovable (Attach list):
- d) Class wise break up of the existing students:

Classes	I	II	III	IV	V	VI	VII	VIII	IX	X
No. of students										

- e) **Distribution of the existing students category-wise:**

Category	No. of students
I	
II	
III	
IV	
V	

- f) Confirmation that the existing school is affiliated to CBSE Board

- g) Declaration by the Sponsoring Authority that only existing school building, furniture, fixtures and students are proposed to be transferred for opening of a new KV and not the teaching and non-teaching staff of the existing school.
-

XI. ANY OTHER INFORMATION/POINT RELEVANT IN REGARD TO THIS PROPOSAL.

(Signature of sponsoring authority with Seal)

Place: _____

Date: _____

Elmer