



केन्द्रीय विद्यालय संगठन

केन्द्रीय विद्यालय संगठन  
18 संस्थागत क्षेत्र, शहीद जीत सिंह मार्ग  
नई दिल्ली 110016

KENDRIYA VIDYALAYA SANGATHAN (HQ)  
18, INSTITUTIONAL AREA, SHAHEED JEET SINGH MARG,  
NEW DELHI-110016

दूरभाष/Tel-26532643, फैक्स/FAX-26514179

**MOST URGENT**

Dated: 30.10.2018

F. 11055-1/2018/KVS(HQ)/(RPS)/PRTtoHM

The Deputy Commissioner/Director,  
Kendriya Vidyalaya Sangathan,  
All Regional Offices/ZIETs

Sub: Promotion from the post of PRT to HM for the vacancies arising up-to 31.12.2018(i.e.year 2017-18 & 2018) - regarding

Madam/Sir,

As you are aware that in accordance with the KVS (Appointment, Promotion, Seniority etc.) Rule, 1971 as amended from time to time and effective from 01.06.2012, 50% posts of HEAD MASTERS are to be filled by promotion on the basis of Seniority-cum-Fitness amongst the Primary Teachers serving in Kendriya Vidyalaya Sangathan having more than 05 years regular service as PRT.

2. In order to fill up the posts of HM by promotion you are requested to furnish particulars of all the eligible Primary Teachers of your region strictly in the enclosed proforma in order of seniority as per provisional All India Seniority List of PRTs as on 01.01.2016 as per ranges given below:

Category of PRTs	Seniority Number as per provisional All India Seniority List of PRTs as on 01.01.2016
UNRESERVED	Upto Seniority No.750
SCHEDULED CASTE	Upto Seniority No.3300
SCHEDULED TRIBE	Upto Seniority No.3700

3. You are requested to furnish complete and certified particulars of Primary Teachers along-with Grading of ACRs/APARs for the period from 2012-13 to 2017-18 in the prescribed proforma up-to the seniority number mentioned above (**no need to send copies of ACRs /APARs at present**). In case grading of ACRs/APARs for a specific period is/are not available, the grading of year wise Work & Conduct Report on the basis of service record for the relevant period may be filled in the proforma prescribed. **If any penalty has been imposed during the last 10 years upon the employee** in the zone of consideration for promotion, a copy of the penalty order may also be sent along-with the particulars.

4. It may be certified that "No Vigilance/Disciplinary/Criminal Case is pending against any of the Primary Teachers" whose name is being proposed. A certificate to the effect that "no name of eligible Primary Teacher, who is in the zone of consideration for promotion to the post of Vice Principal, has been left out", may also be furnished.

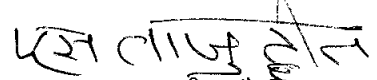
5. Names of Primary Teachers who have completed one year debarment period as on 31.3.2017/31.03.2018 may also be included for consideration of promotion as HM for the year 2017-2018 & 2018.

6. The crucial date of eligibility with reference to Qualification and length of Service will be 01.04.2017 and 1.04.2018 respectively.

7. It is requested to **ensure correctness of the information furnished to avoid any administrative complication on later stage** and the same may be sent through e-mail ([rps313kvshq@gmail.com](mailto:rps313kvshq@gmail.com)) followed by a hard copy through Speed Post, so as to reach this office latest by **15.11.2018** positively.

Encls:- As above

भवदीय,

  
( ताजुद्दीन शेख )

सहायक आयुक्त (आर.पी.एस.)

Copy for information & necessary action to :-

The Assistant Commissioner (Estt.II/III), KVS (Hqrs.) in respect of PRTs working in the centrally administered Kendriya Vidyalayas.

सहायक आयुक्त (आर.पी.एस.)

EDP cell.  
Pl. upload it.  
श्री. एडटा  
5/11/18

## Particulars of Primary Teachers to be considered for promotion to the post of Headmaster (HM) for the year 2017-18 & 2018

S. N.	Sen. No. as per seniority list of PRTs as on 01-01-2016	Name	Date of birth	Date of regular appointment as PRT	Whether UR/SC/ST/	Name of the KV	Educational qualification	Whether any Vig/Disc./Criminal Case is pending / contemplated. Yes/No.	Whether any penalty has been imposed during the last 10 years, if so, a copy of the penalty be enclosed	ACR/APAR Grading With enclosed certified copies from the year 2012-13 to 2017-18. (In the absence of ACRs/APARs for a particular year GRADING of WORK & CONDUCT Certificate is to be filled)						Whether DEBARRED for promotion to the post of HM as on 01-04-2017/1.4.2018.	Any Important Feedback/Remarks
										2012 -13	2013-14	2014-15	2015-16	2016-17	2017-18		
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
1																	
2																	
3																	
4																	
5																	
6																	
7																	
8																	
9																	

**It is certified that**

- i) The above particulars of eligible PRTs are Correct in accordance with their service record & seniority list as on 01.01.2016
- ii) No eligible PRT in the zone of consideration has been left out from the above list/proposals.
- iii) No vigilance/Disciplinary case is pending/ contemplated against the PRTs whose name is / are given in the list except S.No. \_\_\_\_\_
- iv) Name of the eligible PRTs who have completed 01 year debarment period as on 31.03.2017 have been proposed for consideration for the year 2017-18 & 2018

NAME & SIGNATURE of Dy. Commissioner