



केन्द्रीय विद्यालय संगठन  
*Kendriya Vidyalaya Sangathan*  
 18 संस्थानिक क्षेत्र  
 18 Institutional Area,  
 शहीद जीत सिंह मार्ग  
 Shaheed Jeet Singh Marg  
 नई दिल्ली - 110016  
 New Delhi - 110016  
 Tele.:011-26858570/26514179(Fax)  
 Website:www.kvsangathan.nic.in  
 Dated : 07 /11/2017

No. F.11060/4/2012-KVS (HQ) (Estt.-III.)

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

**SUB: KVS REGIONAL INCENTIVE AWARD-2017.**

Madam/ Sir,

KVS has introduced 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 at 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
<b>TOTAL</b>		<b>17</b>

In addition to this one name in each category of teaching and non teaching staff belonging to Physically Handicapped category (i.e. those who have been appointed under PH category and are in receipt of double transport allowance) may be recommended for selection. The numbers 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
<b>TOTAL</b>		<b>3</b>

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

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 Deputy Commissioner, KVS, Regional Office, Delhi. The Directors of ZIETs may forward the recommended 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.
2. The Cluster Incharge will finalize 15 names as indicated 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. 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 31<sup>st</sup> March 2017 out of which the applicant should have worked regularly for a minimum period of 05 years in the category under which he/she is 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 certificate.

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)	Rs.60,000/-
	<b>Total</b>	<b>Rs.1,80,000/-</b>

Contd"....3.....

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 proforma complete in all respect from the individual Vidyalaya must reach the cluster incharge latest by **20.11.2017**.
- 7 The recommended applications complete in all respects from the cluster incharge must reach the Deputy Commissioners of the region concerned latest by **04.12.2017**.
- 8 The Regional Incentive Award shall be distributed at a function to be organized on KVS Foundation Day i.e. 15<sup>th</sup> December in each region.
- 9 Please accord **Top Priority**.

Yours faithfully,

  
**(S. Vijayakumar)**  
**Joint Commissioner (Admn.)**

Encl: As above (Format of application form)

**Copy to:-**

The Deputy Commissioner (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**



**PROFORMA FOR RECOMMENDING A TEACHER/VICE PRINCIPAL/  
PRINCIPAL FOR REGIONAL INCENTIVE AWARD**

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

**PART - A**

**PARTICULARS OF THE TEACHER / PRINCIPAL**

1. Name [in block letters] \_\_\_\_\_
2. Designation & School Address \_\_\_\_\_  
With PIN Code \_\_\_\_\_
3. Region \_\_\_\_\_
4. Date of Birth \_\_\_\_\_  
Age (as on 31.03.2017) \_\_\_\_\_
5. Sex \_\_\_\_\_
6. Whether belongs to special \_\_\_\_\_  
Category i.e. PH \_\_\_\_\_

**7. ACADEMIC QUALIFICATIONS: -**

Examination	University/Board/Deptt.	Year	Subject(s)

**8. SERVICE RECORD (IN KVS ONLY): -**

NAME OF THE VIDYALAYA	DESIGNATION	SERVICE DURATION			SUBJECT(S) TAUGHT	ANY OTHER RESPONSIBILITY DISCHARGED
		FROM DD-MM-YY	TO DD-MM-YY	TOTAL		

**9. TOTAL EXPERIENCE (IN KVS ONLY)**

(as on 31<sup>st</sup> March of the Preceding academic session)

Teaching \_\_\_\_\_  
 Administrative \_\_\_\_\_  
 Others \_\_\_\_\_  
**Total** \_\_\_\_\_

**PART – B**

10. What has been the teacher's result for the past 5 Years in the highest class taught by the teacher 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	% of 8.0 & above CGPA Performance Index of the Vidyalaya	Remarks
	X			
	XII			

B For PRTs/TGTs/PGTs

Year	Class & SUBJECT TAUGHT	Number of Students appeared	Performance Index of the highest class taught	For PRT - (%age of A grades). For TGTs/PGTs Teaching class X – (%age of 8.0 & above CGPA) For PGTs – (PI of highest class taught).

11. Any innovative Practice / experimentation undertaken for greater impact of: (attach proof)
- a. Teaching – Learning Process with special emphasis on Value based education.
  - b. Computer Aided Teaching
  - c. Self-prepared models / teaching aids
  - d. Improving the reading habits of Students
  - e. Administrative Work (for Principal)
  - f. Any other work

12. Mention special attention and assistance given to reduce the no. of detainees and enhance the performance of

- A. Gifted Students
- B. Weak Students
- C. Students with special needs

13. Record of In-Service training Programmes, workshops etc. attended (other than mandatory requirement) as Resource Person /Associate Director / Director. Give details of the last 10 years only.

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



14. Mention your specific contribution in at least three activities supported by documents Verified by Principal/Deputy Commissioner towards: -

- a. CCA
- b. Discipline
- c. Games & Sports / Adventure Activities
- d. Club Activities/ Exhibitions
- e. Guidance Counselling
- f. Scout & Guide
- g. NCC / NSS / Life-Skills
- h. Social Service/Community Service.
- i. Any Other

15. 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? If yes, give details: -

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

16. 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

17. Any other significant achievement/ contribution not mentioned above

Signature of the Applicant

**INFORMATION TO BE GIVEN IN CASE OF PRINCIPAL BY THE CHAIRMAN  
VMC/DEPUTY COMMISSIONER OF THE REGION**

**(POINTS 18 TO 25) PLEASE GIVE ONLY BRIEF ACCOUNT**

18	Has the Principal introduced any Innovative ideas for raising the Quality of education in the school?	
19	Does the Principal invite the Parents to Contribute in Academics/ Sports/ Cultural fields etc.	
20	Does the Principal take interest in maintenance of the infrastructure, beautification of the campus and cleanliness, if so, give details.	
21	Are the activities like Annual day, Sports day, Celebration of important days, Clubs (nature, science, reader), value based education etc. being organized? If so, give details.	
22	Is guidance provided to the teachers in professional development and whether he/she encourages the teachers as well as students for experiments / innovations?	
23	What goals / targets are set in academic / sports and games / other activities and what are the achievements?	
24	Has any project been undertaken during the last three years at School Level? If yes, give details.	
25	Have any concrete steps been taken to implement CMP and CCE? If yes, give details.	

**PART – C**

**Remarks about the teacher/ Principal based on the Assessment by her / his superiors on three points scale viz. Outstanding / Very Good/ Good.**

26. Does the Teacher/Principal command respect among the students?
27. Does the Teacher/Principal maintain cordial relations with his fellow – teachers and others Stake holders?
28. The following information may specifically be given: -
  - The Role of Teacher/Principal in maintaining discipline.
  - Punctuality in duty and Assignments.
  - Efforts for Inculcating Moral Values, National Integration and respect for Cultural Heritage.
29. Is She/ he held in high esteem by the community, particularly the parents?
30. What is the extent of participation of the Teacher/Principal in enhancing the image of the Vidyalaya in the Community?
31. Comment: -
  - Does she/he indulge in tuitions?
  - Is she/ he in the habit of submitting complaints and indulging in litigation?
32. **IT IS CERTIFIED THAT ALL THE INFORMATION PROVIDED FROM SL. NO. 01 TO 31 HAS BEEN CHECKED AND FOUND CORRECT.**

**SIGNATURE OF THE PRINCIPAL  
(IN CASE OF A TEACHER)**

**&**

**SIGNATURE OF THE CHAIRMAN, VMC  
(IN CASE OF PRINCIPALS)**

**COUNTER SIGNATURE  
RECOMMENDATION OF  
THE CHAIRMAN, VMC**

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

**PART – D**

**REMARKS / RECOMMENDATIONS OF  
THE KVS REGIONAL COMMITTEE**

---

**SIGNATURE  
CHAIRMAN, KVS REGIONAL COMMITTEE**

---

**PART – E**

**RECOMMENDATIONS OF THE KVS  
STATE COMMITTEE**

**SIGNATURE  
CHAIRMAN, KVS STATE COMMITTEE**

**KENDRIYA VIDYALAYA SANGATHAN**

**KVS NATIONAL INCENTIVE AWARD/ KVS REGIONAL  
INCENTIVE AWARD  
(TO BE FILLED IN BY REGIONAL OFFICE)**

**CHECK LIST..... CATEGORY (PH) .....**

Name of the Teacher/Vice Principal/Principal \_\_\_\_\_

Post Held: \_\_\_\_\_

ACRs/APAR Points of last five years

Date of Birth: \_\_\_\_\_ Year

2011	2012	2013	2014	2015

Name of KV: \_\_\_\_\_ Points

Total service in KVS: \_\_\_\_ Y \_\_\_\_ M

**1 (a) RESULT OF THE LAST 05 YEARS OF THE HIGHEST CLASS FOR SEC. & SR. SEC. CLASSES (QUANTITATIVE / QUALITATIVE): -**

Year	Classes taught	Pass %	( i )% of A Grades (For PRTs), ( ii ) % of 8.0 & above CGPA(For TGTs) (iii) PI (in case of PGTs) ( iv ) % of 8.0 and above CGPA/ PI of Vidyalaya (for Pr. & VP)

**(b) RESULT OF THE LAST 5 YEARS FOR PRIMARY CLASSES: -**

Year	Classes taught	No. of students with 'A' Grade	% of Students getting 'A' Grade

2 (a) Concerted steps taken to improve the quality of teaching by the teacher.

(b) Experience as Resource Person in In- service Courses. (No. of Times)

(c) Use of teaching aid / computers for teaching (used / not used).

(d) Whether undertaken innovative Practices / Project/ Experimentation

(e) Publication and involvement in the community

(f) Community Service

(g) Contribution in co – curricular activities  
(Scout & Guide, NCC, NSS, Sports & Games etc.).

**RECOGNITION: -**

1. Award/Certificate

Attached/ Not Attached

2. Any other Award (National/State/Regional/District/ International Level) with details.

Prepared by \_\_\_\_\_ (Signature)

Checked by \_\_\_\_\_ (Signature)

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

It is certified that Ms./ Mr./Mrs. .... (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/CHAIRMAN  
VMC/DY. COMMISSIONER WITH SEAL**

**I have checked all the details and will be personally responsible for any misrepresentation of facts.**

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