



Kendriya Vidyalaya Sangathan(HQ)
18, Institutional Area,
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New Delhi -110 602
Tel.No. 011-26858570: Fax No. 26514179

F.No.18-22/93-KVS(Estt.-1)

Dated :2.12.2010

OFFICE ORDER

Consequent upon joining of Dr. E Prabhakar as Dy. Commissioner (Pers.) and Shri S. Vijayakumar as Dy. Commissioner (Admn.), the duties between DC(Pers.) & DC(Admn.) are allocated as under with immediate effect till further orders:

Dr. E. Prabhakar, DC(Pers.)

Sl.No.	Name of the Section	Channel of submission of files
1.	Estt-I Section	SO(Estt-I)- Sr.AO(Estt)- DC(Pers.)-JC(Admn.)- Commissioner <u>For transfer/posting of Group A & B Officers of KVS(HQ)/ROs (upto the level of Section Officer) including Principals and Vice-Principals, the channel of submission of files will be as under:</u> SO(Estt-I) - Sr.AO(Estt) -DC(Pers.) -Commissioner
2	R & I Section	SO(S&S)- Sr.AO(Estt)-DC(Pers.)-JC(Admn.)
3	L&C Section	SO(L&C)- EO(L&C) - DC(Pers.)-JC(Admn.)-Commissioner
4	Admn.I section including Confidential-cum-Parliament Unit	SO(Admn.I)- Sr.AO(Admn.)- DC(Pers.)- JC(Admn.)- Commissioner
5.	Admn.II Section	SO(Admn.II) - Sr.AO(Admn.) - DC(Pers.) - JC(Admn.)- Commissioner

Dr E. Prabhakar will also function as Co-coordinator with Ministry of Human Resource Development for parliamentary matters and other issues. DC(Pers.) will also function as Director of Grievances.

Shri S. Vijayakumar, DC(Admn.)

Sl.No.	Name of the Section	Channel of submission of files
1.	RPS Section	SO(RPS)- Sr.AO (RPS)- AC(Admn.)-DC(Admn.)-JC(Admn.)- Commissioner
2.	Estt-II Section	SO(E-II) - EO(Estt)- AC(Admn.)-DC(Admn.)-JC(Admn.)- Commissioner
3.	Estt.III Section	SO(E-III) - EO(Estt)- AC(Admn.)-DC(Admn.)-JC(Admn.)- Commissioner <u>The channel of submission of files relating to transfers/posting will be as under:</u> SO(E-II & E-III) - EO(Estt)- DC(Admn.) - Commissioner
4	S&S Section	SO(S&S)- EO(Vig.)S&S- -DC(Admn.)-JC(Admn.)- Commissioner

Shri S. Vijayakumar will also function as Liaison Officer for the welfare of SC/ST with particular attention to ensure strict compliance of the orders and instructions regarding reservation roster.

This issues with the approval of Commissioner, KVS.

Neelam
02-12-2010
(Smt. Neelam)
Sr. Admn. Officer (Estt)

Distribution:

1. Individual concerned.
2. EA/PS to Commissioner, KVS (HQ), New Delhi
3. PS to JC(Admn./Acad.), KVS(HQ), New Delhi
4. PA to DC(Pers.)/(Admn.)Fin.)/(Acad.)/(Trg.). KVS(HQ), New Delhi
5. Assistant Commissioners, KVS all Regional Offices/Director, all ZIETs of KVS.
6. EDP Cell is requested to upload the office order in KVS website under the head announcement.
7. Office order file.