

Sl.No.	Name of the work	Channel of submission of files
1	Agenda items for AAC/BOG/AC Conf & ATRs thereon	EO(G)- AC(P) -DC(Trg.)- JC(Acad)-Commissioner
2	Change of Date of Birth/name/condonation of shortage of attendance	- do -
3	Admissions	- do -
4	Local Transfers of school	- do -
5	Teachers Day Celebration	- do -
6	Guidance & Counselling	- do -
7	Enrolment	- do -
8	Academic complaints	- do -
9	Management of KVS Auditorium at KV No.2 Delhi Cantt., Administration of Hostels.	- do -
10	In-service training Courses for teachers	- do -
11	Induction/Refresher Courses/Workshop teachers/Principals/Education Officers/Assistant Commissioners	- do -
12	Training of Teachers abroad and non KVS training programmes for teachers	- do -
13	Teaching of regional languages/foreign languages/spoken English	- do -
14	NFTW	- do -
15	Sports related matter including release of funds from KVS(HQ), Sports Control Board Fund	- do -
16	NCC and Adventure Activities.	- do -
17	School timings, breaks, vacations	- do -
18	Directory of KVs/newsletters and Vidyalaya Patrika	- do -
19	Matters related to SC/ST/PH children and children with special needs	- do -
20	Incentive & National Awards	- do -
21	Monitoring of admissions by visiting websites of ROs/KVs	EO(EDP)-AC(P)-DC(Trg.)- JC(Acad.)-Commissioner
22	NAEP	- do -
23	Rajbhasha	Hindi Officer-DC(Trg.)- Commissioner
24	Any other work assigned by higher authorities	