



# केन्द्रीय विद्यालय संगठन

KENDRIYA VIDYALAYA SANGATHAN

क्षेत्रीय कार्यालय / BHOPAL REGION

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केन्द्रीय विद्यालय संगठन

F. 4-1/2015-KVS(BPL)

Dated : 11/12/2015

The Principal  
All Kendriya Vidyalayas  
Bhopal Region

URGENT/IMPORTANT

Sub : Settlement of personal claims/Maintenance of service books, etc.

Madam/Sir,

(i) Time and again it has been requested to ensure that the personal claims of teachers and other staff of the Vidyalaya should be settled within three days of submission. Under no circumstances such claims should be delayed beyond fifteen days. However, the complaints being received loudly confirm that the needful is not being done. It is, therefore, requested to pay personal attention to this issue and see that all personal claims of teachers and staff are settled as quickly as possible, and within three days, unflinching. Action taken report confirming that the necessary personal claims have been settled and no claim is lying pending as on date, may be mailed to the undersigned within three days, failing which it would be viewed seriously being non-compliance of the extant orders of KVS.

(ii) All the teachers and other staff members need be supplied with the photocopies of their service books and entries therein made/updated from time to time. The complaints, however, reveal many teachers and staff members having not yet been supplied with copies; and wherever copies have been provided, updation is not done. It is requested to do the needful right away and mail action taken report within three days without exception.

(iii) There are reports that the non-teaching staff is reporting late to KV, not entertaining teachers well; some of them are even shouting on them. Please counsel them and ensure that proper working environment is created where teachers feel free and frank to visiting KV office for their official work, and they are entertained well. Also that office staff reports on time. Please report within three days about action taken.

You may note that the above provisions are essential ones. You may therefore comply with these and keep system going on and ball of successful functioning rolling.

Yours faithfully,

(Isampal)

Deputy Commissioner

Copy to the Assistant Commissioners/Administrative Officer/Finance Officer, KVS, RO, Bhopal with the request for the similar action as above, and report.

Deputy Commissioner