

A FRAMEWORK FOR TRANSPARENCY AUDIT

The RTI Act under section 4 provides a comprehensive framework for promoting openness in the functioning of the public authorities.

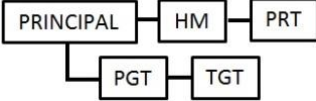
While Section 4(1) (1) provides a general guideline for record management, so that the information could be easily stored and retained, the sub-sections b, c and d section 4 relate to the organizational objects and functions. Sub-section (b),(c) and (d) of Section 4 of the RTI Act and other related information can be grouped under six categories; namely, 1-organisation and function, 2-Budget and programmes, 3-Publicity and public interface, 4- E. governance, 5- Informaiton as prescribed and 6. Information disclosed on own initiative.

1. Organisation and Function

S. No.	Item	Details of disclosure	Remarks/ Reference Points (Fully met/partially met/not met-Not applicable will be treated as fully met/partially met)
1.1	Particulars of its organization, function and duties [Section 4(1) (b) (i)]	(i) Name and address of the organization	Kendriya Vidyalaya JAWAHARNAGAR Pin – 843331
		(ii) Head of the organization	GAUTAM PRIYADARSHI
		(iii) Vision, Mission and Key objectives	<p style="text-align: center;"><u>VISION AND OBJECTIVE</u></p> <p>To cater to the educational needs of the children of transferable Central Government employees including Defence and Para-Military personnel by providing a common programme of education; To pursue excellence and set pace in the field of school education;</p> <p>To initiate and promote experimentation and innovativeness in education in collaboration with other bodies like the Central Board of Secondary Education and National Council of Educational Research and Training etc.</p> <p>To develop the spirit of national integration and create a sense of "Indianness" among children. Memorandum Of Association (Hindi version)</p> <p>To Provide, establish, endow, maintain, control & manage schools, hereinafter called the 'Kendriya Vidyalaya' for the children of transferable employees of the</p>

			<p>Government of India, floating populations & others including those living in remote & undeveloped locations of the country & to do all acts & things necessary for the conducive to the promotions of such schools.</p> <p style="text-align: center;"><u>SALIENT FEATURES</u></p> <p>Common text-books and bilingual medium of instructions for all Kendriya Vidyalayas.</p> <p>All Kendriya Vidyalayas are affiliated to Central Board of Secondary Education</p> <p>All Kendriya Vidyalayas are co-educational, composite schools.</p> <p>Sanskrit is taught from class VI - VIII.</p> <p>The quality of teaching is kept reasonably high by an appropriate teacher-pupil ratio.</p> <p>No tuition fee for boys upto Class VIII, girls upto Class XII and SC/ST students and children of KVS employees.</p> <p>Mission</p> <p>The Kendriya Vidyalayas have a four - fold mission, viz.,</p> <ol style="list-style-type: none"> 1. To cater to the educational needs of children of transferable Central Government including Defence and Para-military personnel by providing a common programme of education ; 2. To pursue excellence and set the pace in the field of school education; 3. To initiate and promote experimentation and innovations in education in collaboration with other bodies like Central Board of Secondary Education (CBSE) and National Council of Educational Research and Training (NCERT) etc. 4. To develop the spirit of national integration and create a sense of "Indianness" among children.
		(iv) Functions and duties	<p>The Kendriya Vidyalayas have a four - fold mission, viz.,</p> <ol style="list-style-type: none"> 1. To cater to the educational needs of children of transferable Central Government including Defence and Para-military personnel by providing a common programme of education ;

			<p>2. To pursue excellence and set the pace in the field of school education;</p> <p>3. To initiate and promote experimentation and innovations in education in collaboration with other bodies like Central Board of Secondary Education (CBSE) and National Council of Educational Research and Training (NCERT) etc.</p> <p>4. To develop the spirit of national integration and create a sense of "Indianness" among children.</p>
		(v) Organization chart	<pre> graph TD PRINCIPAL[PRINCIPAL] --> OFFICE[OFFICE] PRINCIPAL --> TEACHERS[TEACHERS] OFFICE --> SSA[SSA] OFFICE --> JSA[JSA] TEACHERS --> PGT[PGT] TEACHERS --> TGT[TGT] TEACHERS --> PRT[PRT] </pre>
		(vi) Any other details-the genesis, inception, formation of the department and HoDs from time to time as well as the committees / Commissions constituted from time to time have been dealt.	<p>The Kendriya Vidyalayas have come to be known as centres of excellence in the field of Secondary and Senior Secondary education promoting national integration and a sense of "Indianness" among the children while ensuring their total personality development and academic excellence.</p> <p style="text-align: center;"><u>VISION</u></p> <p>KVS envisions itself a world class organization in school education committed to continually empowering teachers to actualize inside out synergy in students and enable them to fulfill futuristic societal, national and global needs and aspirations</p>
1.2	Powers and Duties of its officers & employees [Section 4 (1) (b) (ii)]	(i) Powers and duties of officers (Administrative, financial and judicial)	Administrative, financial and judicial)
		(ii) Powers and duties of other employees	Teaching
		(iii) Rules/ orders under which powers and duty are derived and	As per KVS Education code and Account code
		(iv) Exercised	As per KVS Education code and Account code
		(v) Work allocation	Distributed as per committee formed every year

1.3	Procedure followed Decision making process[Section 4(1) (b) (iii)]	(i)	Process of decision making identify key decision making points	As per KVS Education code and Account code
		(ii)	Final decision making authority	Commissioner KVS
		(iii)	Related provisions, acts, rules etc	As per KVS Education code and Account code
		(iv)	Time limit for taking a decisions, if any	3 Days
		(v)	Channel of supervision and accountability	 <pre> graph TD PRINCIPAL --- HM PRINCIPAL --- PRT HM --- PGT HM --- TGT </pre>
1.4	Norms for discharge of functions [Section 4(1)(b)(iv)]	(i)	Nature of functions/services offered	Teaching and Imparting Education
		(ii)	Norms/standards for functions/service delivery	Norms as per KVS/ CBSE
		(iii)	Process by which these services can be accessed	As per KVS admission guidelines
		(iv)	Time-limit for achieving the targets	Analyzed Each Year
		(v)	Process of redress of grievances	By grievances at Vidyalaya level 1. Sh. Naresh Babu Agrawal,Principal 2. Sh. G.P.Sharma 3. Sh. M.K.Mishra 4. Mrs. Rama Sinha 5. Sh.Krishna Kumar 6. Sh. Parent Member VMC
1.5	Rules, regulations, instructions manual and records for discharging functions [Section 4(1)(b)(v)]	(i)	Title and nature of the record/manual/instruction.	As per KVS Education code and Account code
		(ii)	List Rules, regulations, instruction manuals and records.	As per KVS Education code and Account code
		(iii)	Acts/Rules manuals etc.	As per KVS Education code and Account code
		(iv)	Transfer policy and transfer orders	As per KVS Education code and Account code
1.6	Categories of documents held by the authority	(i)	Categories of documents	Administrative, Accounts and Academics
		(ii)	Custodian of documents/categories	Principal

	under its control [Section 4(1)(b)(vi)]					
1.7	Boards, Councils Committee and other Bodies constituted as part of the Public Authority [Section 4(1)(b)(viii)]	(i) Name of Boards, Council, Committee etc.	CBSE			
		(ii) Composition	Every Year			
		(iii) Dates from which constituted	1 April, 2018			
		(iv) Term/ Tenure	1 Year			
		(v) Powers and functions	As per KVS Education code and Account code			
		(vi) Whether their meetings are open to the public?	NO			
		(vii) Whether the minutes of the meetings are open to the public?	NO			
		(viii) Place where the minutes if open to the public are available?	----			
1.8	Directory of officers and employees [Section 4(1)(b)(ix)]	(i) Name and designation	LIST OF THE CLASS TEACHER			
			S. No.	CLASS	CLASS TEACHER	CO-CLASS TEACHER
			1	I A	sh.Raju Kumar	Sh. Abhishek Kumar
			2	I B	Sh. Abhishek Kumar	sh.Raju Kumar
			3	II A	Sh.Parmod Kumar	Sh.Sateesh Kumar Maurya
			4	II B	Sh.Sateesh Kumar Maurya	Sh.Parmod Kumar
			5	III A	Sh.Santosh Kumar	Neeraj Kumar
			6	III B	Neeraj Kumar	Sh.Santosh Kumar
			7	IVA	Sh.Uma Shakar Prasad	Sh. Avinash Kumar

			8	IVB	Sh. Avinash Kumar	Sh.Uma Shakar Prasad
			9	VA	Ms.Juli Kumari Mishra	Mrs.Rama Sinha
			10	V B	Mrs.Rama Sinha	Ms. Awadesh PD.Sharma
			11	VI A	Mr. C.M.Jha	Dr. L . Singh
			12	VI B	Sh.C.M.Jha	Sh. A.K. Mishra
			13	VII A	Dr. L . Singh	Ms. Nidhi Kumari
			14	VII B	Ms. Nidhi Kumari	Sh. C. Prakash
			15	VIII A	Sh. Amit Kumar	Sh.Awadesh PD.Sharma
			16	VIII B	Sh.Monahar Kumar	Sh. Krishna Kumar
			17	IX A	Sh. C. Prakash	Ms. Jyoti Kumari
			18	IX B	Sh. Krishna Kumar	Sh. Rajesh Kumar
			19	X A	Sh. A.K. Mishra	Sh.Chandra Mohan Jha
			20	X B	Sh. Awadesh Pd.Sharma	Sh. Abdul Qadir
			21	XI SCI	Sh.Y.Bahadour	Sh. V.K. Gupta
			22	XII SCI	Dr. G.P. Sharma	Sh.Y.Bahadour
		(ii) System of compensation as provided in its regulations	As per KVS Education code and Account code			

1.9	Monthly Remuneration received by officers & employees including system of compensation [Section 4(1)(b)(x)]	(i) List of employees with Gross monthly remuneration	Sl.No	Staff Code	NAME OF THE EMPLOYEE	DESTINATION	GROSS SALARY
			1	75052	Sh. Naresh Babu Agrawal	Principal	78800
			2	8345	Sh. Yogendra Bahadur	PGT(Math)	56555
			3	41116	Dr. Gajendra Prasad Sharma	PGT(Physics)	81152
			4	41062	Sh. Awadhesh Prasad Sharma	TGT(Social Scie.)	72191
			5	41507	Sh. Lakshman Singh	TGT(Sanskrit)	64854
			6	62542	Sh. Krishna Kumar	TGT(English)	30946
			7	40876	Sh. Akhilesh Kumar Mishra	TGT(English)	55761
			8	61373	Sh. Amit Kumar	TGT(WE)	47838
			9	51853	Sh. Virendra Kumar Sharma	PRT(Music)	46394
			10	48975	Sh. Chandra Prakash	TGT(Art Edu.)	57820
			11	68206	Sh. Abdul Qadir	TGT(P&HE)	48641
			12	11003	Sh. Chandra Mohan Jha	Librarian	53854
			13	9964	Sh. Madhurendra Kumar Mishra	HM	52865
			14	59300	Sh. Abhishek Kumar	PRT	43362
			15	40595	Smt.Rama Sinha	PRT	54909
			16	9062	Sh.Avinash Kumar	PRT	44698
			17	62421	Sh. Santosh Kumar	PRT	36416
18	40598	Sh.Uma Shanker Prasad	PRT	55681			

			19	68204	Sh. Parmod Kumar	PRT	39762	
			20	68205	Sh. Neeraj Kumar	PRT	39762	
			21	68207	Sh. Satish Kumar Maurya	PRT	39762	
			22	73915	Sh. Bhupendra Singh Meena	PRT	38645	
			23	50377	Sh. Prabhat Kumar	SSA	28435	
			24	46778	Sh. Raman Kumar	JSA	25905	
			25	57825	Sh. Akash Kunj	JSA	22175	
			26	41623	Sh. Ram Pukar Singh	Sub-Staff	34638	
			27	40977	Sh. Bishwanath Mukia	Sub-Staff	31181	
			28	40573	Sh. Manoj Ram	Sub-Staff	38247	
			29	40571	Sh. Harish Chandra Mehtar	Sub-Staff	40366	
			30	27462	Sh. Ramjeet Prasad	Sub-Staff	35107	
			31	40575	Sh. Ram Babu Singh	Sub-Staff	40996	
						TOTAL	1437568	
		(ii)	System of compensation as provided in its regulations					----
1.10	Name, designation and other particulars of public information officers [Section 4(1)(b)(xvi)]	(i)	Name and designation of the public information officer (PIO), Assistant Public Information (s) & Appellate Authority					Mrs. Santosh Kumar N (I/C), Deputy Commissioner , Sh. Naresh Babu Agrawal , Principal, KV JAWAHARNAGAR
		(ii)	Address, telephone numbers and email ID of each designated official.					Deputy Commissioner Regional Office, Patna Lohiya Nagar Kankarbagh, Patna – 20

			<p>Contact No- 06122361701 E-Mail – kvsropatna@yahoo.com</p> <p>Principal Kendriya Vidyalaya Khagaria Shyamlal Nagar, (Behind- Koshi College) Khagaria PIN-851205 (Bihar) Contact No- 06244-223407 E-Mail - kv.khagaria@yahoo.com</p>
1.11	No. of employees against whom Disciplinary action has been proposed/ taken (Section 4(2))	No. of employees against whom disciplinary action has been	1
		(i) Pending for Minor penalty or major penalty proceedings	
		(ii) Finalized for Minor penalty or major penalty proceedings	----
1.12	Programmes to advance understating of RTI (Section 26)	(i) Educational Programmes	As per CBSE Guidelines
		(ii) Efforts to encourage public authority to participate in these programmes	----
		(iii) Training of CPIO/APIO	----
		(iv) Update & publish guidelines on RTI by the Public Authorities concerned	----
1.13	Transfer policy and transfer orders [F No. 1/6/2011 – IR dt 15.4.2013]		As per KVS Transfer guidelines

2. Budget and Programme

S. No.	Item	Details of disclosure	Remarks/ Reference Points (Fully met/partially met/not met-Not applicable will be treated as fully met/partially met)
2.1	Budget allocated to each agency including all plans, proposed expenditure and reports on disbursements made etc. [Section 4(1)(b)(xi)]	(i) Total budget for the public authority	NOT APPLICABLE
		(ii) Budget for each agency and plan & programmes	NOT APPLICABLE
		(iii) Proposed expenditures	NOT APPLICABLE
		(iv) Revised budget for each agency, if any	NOT APPLICABLE
		(v) Repost on disbursements made and place where the related reports are available	NOT APPLICABLE
2.2	Foreign and domestic tours (F.No. 1/8/2012 –IR dt 11.9.2012)	(i) Budget	NOT APPLICABLE
		(ii) Foreign and domestic Tours by ministries and officials of the rank of Joint Secretary to the Government and above, as well as the heads of the Department.	NIL
		a) Places visited	
		b) Place period of visit	
		c) The number of members in the official delegation	
d) Expenditure on the visit			
		(iii) Information related to procurements a) Notice/tender enquires, and corrigenda if any thereon, b) Details of the bids awarded comprising the names of the suppliers of goods/services being procured, c) The works contracts concluded – in any such combination of the above-and d) The rate/ rates and the total amount at which such procurement or works contract is to be executed.	Tender for the academic session 2018-19 are invited for the following deptt: 1. Security and conservancy 2. Sports 3. Stationary 4. Printing press 5. Hardware [Paints and building maintenance related items]
2.3	Manner of execution of subsidy programme [Section 4(i)(b)(xii)]	(i) Name of the programme of activity	NOT APPLICABLE
		(ii) Objective of the programme	NOT APPLICABLE
		(iii) Procedure to avail benefits	NOT APPLICABLE
		(iv) Duration of the programme scheme	NOT APPLICABLE
		(v) Physical and financial targets of the programme	NOT APPLICABLE
		(vi) Nature/ Scale of subsidy/ amount allotted	NOT APPLICABLE
		(vii) Eligibility criteria for grant of subsidy	NOT APPLICABLE
		(viii) Details of beneficiaries of subsidy programme (number,	NOT APPLICABLE

		State Govt./ NGOs/ other institutions.	
2.4	Discretionary and non-discretionary grants [F. No. 1/6/2011-IR dt. 15.04.2013]	(i) Discretionary and non-discretionary grants/ allocations to State Govt./ NGOs/other institutions	NOT APPLICABLE
		(ii) Annual accounts of all legal entities who are provided grants by public authorities	As per KVS Education code and Account code
2.5	Particulars of recipients of concessions, permits of authorizations granted by the public authority [Section 4(1) (b) (xiii)]	(i) Concessions, permits or authorizations granted by public authority	Fee concessions are given to students who belong to below poverty line.
		(ii) For each concessions, permit or authorization granted a) Eligibility criteria b) Procedure for getting the concession/grant and / or permits of authorizations c) Name and address of the recipients given concessions/ permits or authorizations d) Date of award of concessions / permits of authorizations	As per KVS Education code and Account code
2.6	CAG & PAC paras [F. No. 1/6/2011-IR dt 15.4.2013]	CAG and PAC paras and the action taken reports (ATRs) after these have been laid on the table of both houses of the parliament.	NOT APPLICABLE

3. Publicity Band Public interface

S. No.	Item	Details of disclosure	Remarks/ Reference Points (Fully met/partially met/not met-Not applicable will be treated as fully met/partially met)
3.1	Particulars for any arrangement for consultation with or representation by the members of the public in relation to the formulation of policy or implementation there of [Section 4(1)(b) (vii)] (F.No 1/6/2011-IR dt. 15.04.2013]	Arrangement for consultation with or representation by the members of the public (i) Relevant Acts rules Forms and other documents Which are normally accessed by citizens	As per KVS guidelines
(ii) Arrangements for consultation with or representation by (a) Members of the public in policy formulation/ Policy implementation (b) Day & time allotted for visitors (c) Contract details of information & Facilitation Counter (IFC) to provide publication frequently sought by RTI applicants		As per KVS guidelines	
Public-Private partnerships (PPP) (i) Details of Special Purpose Vehicle (SPV), if any		As per KVS guidelines	
(ii) Detailed project reports (DPRs)		As per KVS guidelines	
(iii) Concession agreements.		As per KVS guidelines	
(iv) Operation and maintenance manuals		As per KVS guidelines	
(v) Other documents generated as part of the implementation of the PPP		As per KVS guidelines	
(vi) Information relating to fees, tolls, or the other kinds of revenues that may be collected under authorization from the government		As per KVS guidelines	
(vii) Information relating to outputs and outcomes		As per KVS guidelines	
(viii) The press of the selection of the private sector party (concessionaire etc.)		As per KVS guidelines	
(ix) All payments made under the PPP project	As per KVS guidelines		
3.2	Are the details of policies / Decisions, which affect public, informed to them	Publish all relevant facts while formulating important policies or announcing decisions which affect public to make the process more interactive (i) Policy decisions / Legislations taken in the previous	As per KVS guidelines

	[Section 4(1)(c)]	one year	
		(ii) Outline the Public consultation process	As per KVS guidelines
		(iii) Outline the arrangements for consultation before formulation of policy	As per KVS guidelines
3.3	Dissemination of information widely and in such form and manner which is easily accessible to the public [Section 4(3)]	Use of the most effective means of communication (i) Internet (website)	YES
3.4	Form of accessibility of information manual / handbook [Section 4(1)(b)]	Information manual/handbook available in (i) Electronic format	YES
		(ii) Printed format	YES
3.5	Whether information manual/ handbook available free of cost or not (Section 4(1)(b))	List of materials available (i) Free of cost	YES
		(ii) At a reasonable of the medium	----

4. E. Governance

S. No.	Item	Details of disclosure	Remarks/ Reference Points (Fully met/partially met/not met-Not applicable will be treated as fully met/partially met)
4.1	Language in which information Manual / Handbook Available [F.no. 1/6/2011-IR dt. 15.4.2013]	(i) English	NOT MET
		(ii) Vernacular/ Local Language	NOT MET
4.2	When was the information Manual/ Handbook last updated? [F. no. 1/6/2011-IR dt 15.4.2013]	Last date of Annual updation	NOT MET
4.3	Information available in electronic form [Section 4(1)(b)(xiv)]	(i) Details of information available in electronic form	IN HARD COPY [OFFICE]
		(ii) Name / title of the document / record/ other information	ALL RECORDS OF ADMISSION, EXAM, ADMIN, ESTABLISHMENT, BUILDING MAINTENANCE etc. are placed in office in hard copy.
		(iii) Location where available	Office
4.4	Particulars of facilities available to citizen for obtaining information [Section 4(1)(b)(xv)]	(i) Name & location of the faculty	KENDRIYA VIDYALAYA JAWAHARNAGAR
		(ii) Details of information made available	KENDRIYA VIDYALAYA JAWAHARNAGAR
		(iii) Working hours of the facility	WORKING HOURS: 7.30 AM TO 3.00 PM
		(iv) Contact person & contact details (Phone, fax email)	Principal Kendriya Vidyalaya JAWAHARNAGAR SUTIHARA,VIA:-SURSAND,DIST:-SITAMARHI PIN-843331 (Bihar) Contact No- 06228-2930004 E-Mail –kvjawaharnagar65@gmail.com
4.5	Such other information as may be prescribed under section 4(i)(b)(xvii)	(i) Grievance redressal mechanism	Grievance redressal committee 1. SH. NARESH BABU AGRAWAL 2. Sh. G.P.Sharma 3. Sh. M.K.Mishra

			4. Mrs. Rama Sinha 5. Sh.Krishna Kumar 6. Parent Member VMC
		(ii) Details of applications received under RTI and information provided	5
		(iii) List of completed schemes / Projects/ Programmes	NO SUCH PROJECTS as its Educational Institute.
		(iv) List of schemes / projects/ programme underway	NO SUCH PROJECTS as its Educational Institute.
		(v) Details of all contracts entered into including name of the contractor, amount of contract and period of completion of contract	NO SUCH PROJECTS as its Educational Institute.
		(vi) Annual Report	NO SUCH PROJECTS as its Educational Institute.
		(vii) Frequently Asked Question (FAQs)	NO SUCH PROJECTS as its Educational Institute.
		(viii) Any other information such as a) Citizen's Charter	NO SUCH PROJECTS as its Educational Institute.
		b) Result Framework Document (RFD)	NO SUCH PROJECTS as its Educational Institute.
		c) Six monthly reports on the	NO SUCH PROJECTS as its Educational Institute.
		d) Performance against the benchmarks set is the Citizen's Charter	NO SUCH PROJECTS as its Educational Institute.
4.6	Receipt & Disposal of RTI applications & appeals [F.No. 1/6/2011-IR dt. 15.04.2013]	(i) Details of application received and disposed	5
		(ii) Details of appeals received and orders issued	5
4.7	Replies to questions asked in the parliament [Section 4(1)(d)(2)]	Details of questions asked and replies given	

5. Information as may be prescribed

S. No.	Item	Details of disclosure	Remarks/ Reference Points (Fully met/partially met/not met-Not applicable will be treated as fully met/partially met)
5.1	Such other information as may be prescribed [F.No. 1/2/2016-IR dt.17.8.2016, f.No.1/6/2011-IR dt 154.2013]	(i) Name & details of (a) Current CPIOs & FFAs (b) Earlier CPIO & FAAs from 1.1.2015	KENDRIYA VIDYALAYA SANGATHAN
		(ii) Details of third party audit of voluntary disclosure (a) Dates of audit carried out (b) Report of the audit carried out	KENDRIYA VIDYALAYA SANGATHAN
		(iii) Appointment of Nodal Officers not below the rank of Joint Secretary/ Additional HoD (a) Date of appointment (b) Name & Designation of the officers	KENDRIYA VIDYALAYA SANGATHAN
		(iv) Consultancy committee of key stake holders for advice on suo-motu disclosure (a) Dates from which constituted (b) Name & Destination of the officers	KENDRIYA VIDYALAYA SANGATHAN
		(v) Committee of PIOs/FAAs with rich experience in RTI to identify frequently sought information under RTI (a) Dates from which constituted (b) Name & Designation of the Officers	KENDRIYA VIDYALAYA SANGATHAN

6. Information Disclosed on own Initiative

S. No.	Item	Details of disclosure	Remarks/ Reference Points (Fully met/partially met/not met-Not applicable will be treated as fully met/partially met)
6.1	Item / information disclosed so that public have minimum resort to use of RTI Act to obtain information		As per RTI act 2005
6.2	Guidelines for Indian Government Websites (GIGW) is followed (released in February, 2009 and included in the Central Secretariat Manual of Office Procedures (CSMOP) by Department of Administrative Reforms and Public Grievances, Ministry of Personnel, Public Grievance and Pensions, Govt. of India)	(i) Whether STQC certification obtained and its validity. (ii) Does the website show the certificate on the website?	NO