



कन्द्रीय विद्यालय संगठन
KENDRIYA VIDYALAYA SANGATHAN

(मानव संसाधन विकास मन्त्रालय, भारत सरकार के अधीन)
(Under Ministry of HRD, Govt. of India)
क्षेत्रीय कार्यालय/Regional Office

सेक्टर ,जे, अलीगंज Sector - J, Aliganj

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F .26343(M)/2020-21/के.वि.सं.(क्षे.का.)लखनऊ/

दिनांक: 22.10.2020

ई-मेल

प्राचार्य
केन्द्रीय विद्यालय
सम्बद्ध केन्द्रीय विद्यालय संगठन
लखनऊ संभाग |

विषय : केन्द्रीय विद्यालय संगठन प्रोत्साहन पुरस्कार 2020 -नामांकन आमंत्रण व इस हेतु दिशा-निर्देश विषयक |
सन्दर्भ: फ.सं.11-E3060(NIA)/2/2020-Estt-III/2265-3547, दिनांक 20.10.2020

महोदया/महोदय,

उपरोक्त विषयांतर्गत संदर्भित पत्र के आलोक में आपको अवगत हो कि इस प्रोत्साहन पुरस्कार योजना की पर्याप्त प्रतियाँ कर्मचारी-कक्ष, पुस्तकालय इत्यादि, विद्यालय/कार्यालय के सूचना पट्ट तथा मुख्य स्थानों में प्रदर्शित करें, एवं व्हाट्सएप समूहों एवं विडिओ वार्तालाप तथा अन्य किसी उपयुक्त मीडिया के माध्यम से प्रचलित करें | इस बात को भी सुनिश्चित करें कि "अवार्ड पोर्टल" की लिंक आपके विद्यालय की वेबसाइट के होम पेज पर उपलब्ध हो |

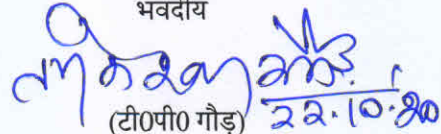
प्राचार्य यह भी सुनिश्चित करें कि इस पुरस्कार योजना की जानकारी विद्यालय के प्रत्येक कर्मचारियों को हो गई है | इस सम्बन्ध में एक वचनपत्र(Undertaking) यह दर्शाते हुये कि केन्द्रीय विद्यालय संगठन प्रोत्साहन पुरस्कार 2020 की जानकारी सम्बन्धित विद्यालय के सभी कर्मचारियों को हो गई है अपने हस्ताक्षरित प्रमाण पत्र को संकुल प्रभारी प्राचार्य के माध्यम से DC मेल पर दिनांक 24.10.2020 तक भेजना सुनिश्चित करें |

योग्य(eligible)/निष्ठावान और समर्पित कर्मचारी जिन्होंने यथार्थ में शिक्षा के क्षेत्र में महान योगदान दिया है और वर्तमान में शिक्षा की उन्नति के लिए अथक प्रयास कर रहे हैं, उन्हें ऑनलाइन नामांकन प्रस्तुत करने के लिए प्रेरित व प्रोत्साहित किया जाना चाहिए | कृपया इस प्रक्रिया के लिए निर्धारित समय सारणी (Annexure-I बिंदु क्र.2) का पालन करें |

उक्त सन्दर्भ में निम्नलिखित संलग्नक इस पत्र के साथ प्रेषित हैं तथा अनुरोध है कि इन संलग्नकों में दिए गये सभी दिशा-निर्देशों का सूक्ष्मता व सावधानीपूर्वक अध्ययन कर सभी आवश्यक कदम उठाया जाना सुनिश्चित करें |

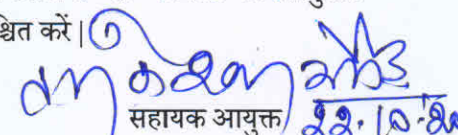
ध्यान रहे सही प्रकार से तथ्यपरक सत्यापन के उपरांत ही अगले चरण, संभागीय स्तर पर विचार किए जाने हेतु अग्रेसित करें |
कर्मचारी का प्रशंसा पत्र (Citation) लिखना तथा अपलोड किया जाना न भूले |

संलग्नक: यथोपरि |

भवदीय

(टी0पी0 गौड़) 22.10.20
सहायक आयुक्त

प्रतिलिपि:

1. श्रीमती प्रीति सक्सेना को इस अनुरोध के साथ कि वे इसे सम्भागीय कार्यालय की वेबसाइट पर अपलोड कराया जाना सुनिश्चित करें |
2. संकुल प्रभारी प्राचार्य कृपया अपने संकुल के अन्तर्गत स्थित सभी विद्यालयों से उपरोक्त निर्देशानुसार वचनपत्र(Undertaking) प्राप्त कर 24.10.2020 तक DC मेल पर भेजा जाना सुनिश्चित करें |
3. उपायुक्त के वैयक्तिक सहायक को सूचनार्थ |


सहायक आयुक्त 22.10.20



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

File No. 11-E-3060(NIA)/2/2020-Estt-III/2344-3626.

Date: 20.10.2020

The Deputy Commissioner/ Director
Kendriya Vidyalaya Sangathan
All Regional Office/ ZIET

**MOST IMPORTANT
TIME BOND
PERSONAL ATTENTION**

Subject: Incentive Awards of Kendriya Vidyalaya Sangathan 2020- invitation of nominations and guidelines thereof -reg.
Madam/Sir,

With regard to the subject cited above, I am directed to inform you that online nominations for KVS Incentive Awards-2020 are invited, as per the revised scheme and prescribed schedule, from all eligible teaching and non-teaching employees through "Award Portal".

A wider participation among the teaching/ non-teaching employees of KVS requires wide publicity among the employees to apply for the above said award.

In order to give wider publicity amongst the employees for the above said award, and for the larger number of nominations/applications for the same, you are requested to instruct the Principals of the KV/employees working under your jurisdiction to make adequate copies available in the staff room, library etc., to display the same at the Notice Board as well as on all other prominent places of Vidyalaya/office, publicity may also be given through Regional employees / Teachers WhatsApp group, e-mails, Vidyalaya/office website, video conferencing with all employees and any other relevant medial. It must also be ensured that the link of the "Award Portal" is available at the Home Page of the websites of all KV/your office.

Ensure that the information about this award scheme has been disseminated amongst all employees of the Vidyalaya/your office. An undertaking to the effect that "the information of the KVS Incentive Award-2020 has been brought in to the notice of all employee of the concerned Vidyalaya/office" shall be collected by the DC of the Region by dated 24.10.2020.

The sincere and dedicated employees who have contributed really to the noble cause of education and are still making untiring efforts for the betterment of education should be encouraged and motivated to submit their nominations through above said award portal. Kindly do adhere strictly to the time schedule (Annexure-I point No.2) fixed for each stage of this process.

In this regard the following Annexures are enclosed with this letter; it is requested to go through all guidelines minutely and scrupulously given therein to ensure all necessary actions by concerned ones:

ANNEXURE	DETAILS OF THE ANNEXURE
ANNEXURE- I	Revised Scheme of KVS Incentive Awards-2020
ANNEXURE- II	Number of Nominations to be sent to National Level Independent Jury for KVS National Incentive Award 2020 by the Regional Offices.
ANNEXURE- III	Region wise Number of KVS Regional Incentive Awards - 2020
ANNEXURE- IV	Objective Marking Scheme for the evaluation of nominations for teaching and non-teaching employees according to the set parameters for evaluation 2020.
ANNEXURE- V	Common Evaluation Sheet for teaching and non-teaching employees for KVS Incentive Awards
ANNEXURE- VI	Instructions/ Modalities for forwarding of KVS Incentive Awards applications to Regional Offices after checking/ verifications/completing all necessary entries.
ANNEXURE- VII	Instructions/ Modalities/Guidelines for constitution of Independent Jury at Regional Level for Selection of nominations for KVS Incentive Awards and Screening of proposals by the Regional Level committee.
ANNEXURE- VIII	General Instructions to the Applicants.
ANNEXURE- IX	Standard draft format for CITATION to be written by the Controlling Officer/Principal for an employee who is applying for KVS Incentive Award

This issues with the approval of the competent authority of KVS.

Encls: As above

Yours faithfully


(DHARMENDRA PATLE)
ASSISTANT COMMISSIONER (Estt II/III)

Copy to:

1. PS to Commissioner, KVS- for information.
2. PS to Additional Commissioner (Admn/Acad), KVS (HQ), New Delhi- for information.
3. The Principals of Kendriya Vidyalaya Kathmandu/ Moscow/Tehran for information and necessary action.
4. All Principals of Kendriya Vidyalayas- for information and necessary action.
5. All Joint Commissioners, KVS(HQ) for information.
6. The Deputy Commissioner, EDP to upload a copy of on the KVS (HQ) website.
7. The General Secretary, all recognized associations of KVS.
8. Guard file.

**KENDRIYA VIDYALAYA SANGATHAN (HQ), NEW DELHI
REVISED SCHEME OF KVS INCENTIVE AWARD 2020****1. How to apply for KVS Incentive Awards: -**

- (i) Eligible teaching and non-teaching employees of KVS who are desirous to submit their nominations for KVS Incentive Award 2020 are required to register themselves on the portal as per user manual (provided in the form of pdf or video) and submit their nominations online within the specified time period as per schedule given at point no.2 of this revised scheme.
- (ii) Common nomination is invited for KVS incentive Awards for both levels i.e. National and Regional Level Incentive Awards. Only online nominations will be accepted. There is no need to send any hard copies.
- (iii) Employee can access the Incentive award portal through KVS (HQ) website i.e. www.kvsangathan.nic.in as per the details given in the **Annexure-VIII**.
- (iv) Employees are suggested to go through the user manual in the form of pdf or video before start of the filing up of the online nomination application. This user manual is available on the award portal.
- (v) Employee can upload photograph, signature, citation and scanned copy of supporting documents along with the application at the specified place. **For audio and videos, he/she can upload the same on You Tube or Google drive (by enabling "everyone access" permission) and provide the hyperlink for the same in the specified place.** However, the supporting documents (except photograph, signature and citation) of the employee can also be uploaded on Google drive providing its link in specified place, enabling "everyone access" permission.
- (vi) Employee who has submitted his/her online nomination for KVS Incentive Award must prepare a Power Point Presentation (PPT) of 7 to 10 Minutes duration to be presented before the Independent Jury at Regional and National Level. This Power Point presentation must have all glimpses of achievements and contributions of the employee.

2. Time schedule for KVS Incentive Awards 2020:

SN	Activity	Time Period	
		From	To
1	Submission of online nominations by the employee.	23.10.2020 (Friday)	02.11.2020 (Monday)
2	Verification of nominations by the controlling officers.	04.11.2020 (Wednesday)	05.11.2020 (Thursday)
3	Scrutiny by Regional Level Committee.	06.11.2020 (Friday)	07.11.2020 (Saturday)
4	Selection by Regional Level Independent Jury. (Through video conferencing.)	09.11.2020 (Monday)	12.11.2020 (Thursday)
5	Selection by National Level Independent Jury. (Through video conferencing.) (Tentative)	17.11.2020 (Tuesday)	26.11.2020 (Thursday)

3. Verification of nominations by the controlling officer i.e. Principal/ Director/ Deputy Commissioner: -

The controlling officers will be provided user ID and Passwords by the KVS (HQ) so that they can access the nominations submitted by the employees working under their jurisdiction. Controlling officers are required to check each and every entry of the nomination application from the official records and record their observations in the specified place in the application and forward the nominations to the Regional Office. They are not supposed to reject or select any nomination. They are supposed to verify the factual position furnished by the employee in the application and to record their observations for the perusal of Independent Jury.

4. Verification by Regional Level Committee: -

A three-member Regional Level Screening Committee under the chairmanship of the Deputy Commissioner, KVS Regional Office will check the eligibility of the candidates on the basis of proposals submitted by them through online mode and forward all nominations of eligible candidates to the independent jury at Regional Level. This Regional Level Screening Committee will comprise Deputy Commissioner of the Region as Chairman, one Senior Most Assistant Commissioner of the Region (as per KVS seniority) and Administrative Officer/Section Officer/Assistant Section Officer of the Region as members. The work of this committee will be only to check the eligibility criteria of the candidate as per norms of scheme. Proposals of ineligible candidates should be filtered out by this committee by recording the reasons thereof and proposals of all employees shall be forwarded to the Independent Jury of Regional Level.

5. Regional Level Independent Jury: -

- (a) An Independent Jury at the Regional Level will select the nominations to the National Level Incentive Awards as well as for the Regional level Awards. The Independent Jury of Regional Level will assess and evaluate all the eligible nominees and forward the required number of nominations to the independent jury at the KVS National level. Those nominations that could not be selected for the KVS National Incentive Awards will be considered for Regional Level Incentive Awards along with the remaining eligible applicants at the regional level in accordance with their order of merit. This Independent Regional Level Jury will be headed by the Former Director, SCERT/Formal Director, State School Education Department/ Former Vice Chancellor/Formal Professor of a university located in the state. One renowned academician will be nominated as a member of the Independent Jury from the Departments other than KVS. One officer (not below the rank of Group "A" officer) from any Department of Central Government shall be nominated as member of this Independent Jury. This Independent Jury will be constituted by the Deputy Commissioner of the Region every year keeping in view the availability of the Chairman and other members.
- (b) The number of total nominations to be sent to National Level Independent Jury by the Regional Level Independent Jury, category wise for teaching and non-teaching employees, have been mentioned in **Annexure-II**.

6. National Level Independent Jury:

- (i) Final Selection of awardees for KVS National Incentive Award will be done by the Independent Jury headed by the former Chairman, NCERT. The Jury will comprise of Chairman, one prominent educationist, one representative of Central Government, one officer from Institute of Secretariat Training and Management (ISTM), New Delhi (as an expert for the assessment of Non-Teaching Staff). The Independent Jury shall be constituted by the Commissioner, KVS every year keeping in the view availability of the chairman and other members.
- (ii) One Group 'A' Officer will be nominated directly by the Commissioner, KVS for KVS National Incentive Award as per the past practice.
- (iii) KVS Regional Level Incentive Awards will be declared by the Regional Offices after the declaration of KVS National Incentive Awards.



7. Eligibility for applying KVS Incentive Award: -

- (i) An employee must have put in 05 years of regular service in Kendriya Vidyalaya Sangathan out of which 03 years of service should be in the present post as on dated 31.03.2020 for all teaching and non-teaching employees.
- (ii) There should not be any vigilance case pending against the employee and he/she should not be under the currency of any penalty.
- (iii) The average of APAR's grade points of the employee for last 05 years should not be less than 08 (outstanding) if average of 05 years APAR Grade point is less than 08 then employee is not eligible to apply for the KVS Incentive Award.

8. Number of KVS Incentive Awards: -

- (a) There are 30 National Incentive Awards. 25 Awards are for teaching employees from PRT to Principal and 05 Awards for Non-teaching employees including one Group "A" officer.
- (b) The Region wise number of KVS Regional Incentive Awards has been mentioned in **Annexure-III**.

9. Mode of Evaluation by the Independent Jury-

- (i) Nominations submitted by the employee will be evaluated by the Independent Juries at Regional Level and National Level on the basis of objective parameters for 100 marks. All eligible proposals shall be evaluated by the Regional Level Jury at first on the basis of proposals, audio-video material and Power Point Presentation given by the individual employee before the jury. Specified category wise number of nominations as per **Annexure-II** shall be forwarded by the Regional Level Independent Jury to the National Level Independent Jury.
- (ii) National Level Independent Jury will evaluate all the nominations received from all regions and see the Power Point Presentation given by the individuals and assign marks to the employee out of 100.
- (iii) Those employees whose nominations could not be selected for National Level Incentive Award shall be considered for Regional Level Incentive Award as per their order of merit decided by the Regional Level Independent Jury.
- (iv) Separate user ID and Password will be given to the Independent Juries at Regional Level and National Level to access the award portal and submit their assessment and recommendations. Jury is supposed to assign the marks to each candidate out of 100 as per marking scheme and take a printout of list of recommended candidates and get it signed by all the members and the chairman of the jury and upload the same on the portal.
- (v) The jury will provide 05 extra marks to the candidates belonging to the handicapped category out of 20 marks at column No. 15 assigned for "**Recognition**" in the marking scheme.

Note 1:- The candidates belonging to PH category must attach attested photocopy of the Medical Certificate to this effect indicating clearly the percentage of disability.

Note 2:- For applicants who are working in KVS (HQ), KV Moscow, Kathmandu and Tehran will apply under the KVS Regional Office, Delhi. The employees of ZIET will apply on the portal of the Region concerned under which ZIET is located.

Note 3:- All Deputy Commissioners of the Region will provide supporting staff and stationery etc. to the Independent Jury at Regional Level to facilitate their work.

The KVS National Incentive Award carries an amount of Rs. 20000/- (Rupees Twenty Thousand) + shawl+ Memento and a certificate whereas KVS Regional Incentive Award carries Rs. 10000/- (Rupees Ten Thousand) + shawl+ Memento and a certificate. KVS National Incentive Awards are to be given as per the past practice on the occasion of KVS Foundation Day i.e. 15th December.



ANNEXURE-II**KENDRIYA VIDYALAYA SANGATHAN, NEW DELHI**

**Number of Nominations to be sent to National Level Independent Jury for KVS
National Incentive Award 2020 by the Regional Office.**

S. No.	Name of Region	State allocated & No. of KVs	No. of KVs	Name of Zone	Number of Nominations to be sent by each Regional Office
1.	Chandigarh	1) Punjab 2) Chandigarh	55	North Zone (244 KVs)	Teaching-03 Non-Teaching-01
2.	Jammu	1) J&K	39		Teaching-02 Non-Teaching-01
3.	Delhi	1) Delhi	46		Teaching-05 Non-Teaching-02
4.	Gurgaon	1) Haryana 2) Himachal Pradesh	59		Teaching-03 Non-Teaching-01
5.	Dehradun	1) Uttarakhand	45		Teaching-02 Non-Teaching-01
6.	Raipur	1) Chhattisgarh	36	Central Zone (270 KVs)	Teaching-02 Non-Teaching-01
7.	Bhopal	1) Madhya Pradesh	65		Teaching-04 Non-Teaching-01
8.	Jabalpur	1) Madhya Pradesh	47		Teaching-02 Non-Teaching-01
9.	Lucknow	1) Uttar Pradesh	48		Teaching-03 Non-Teaching-01
10.	Agra	1) Uttar Pradesh	38		Teaching-02 Non-Teaching-01
11.	Varanasi	1) Uttar Pradesh	36		Teaching-02 Non-Teaching-01
12.	Patna	1) Bihar	49	East Zone (216 KVs)	Teaching-03 Non-Teaching-01
13.	Ranchi	1) Jharkhand	41		Teaching-02 Non-Teaching-01
14.	Bhubaneswar	1) Odisha	62		Teaching-04 Non-Teaching-01
15.	Kolkata	1) West Bengal 2) Sikkim	64		Teaching-04 Non-Teaching-01
16.	Ahmedbad	1) Gujarat 2) Daman & Diu 3) Dadra & Nagar Haveli	47	West Zone (188 KVs)	Teaching-03 Non-Teaching-01
17.	Mumbai	1) Maharashtra 2) Goa	64		Teaching-04 Non-Teaching-01
18.	Jaipur	1) Rajasthan	77		Teaching-04 Non-Teaching-01

S. No.	Name of Region	State allocated & No. of KVs	No. of KVs	Name of Zone	Number of Nominations to be sent by each Regional Office
19.	Hyderabad	1) Andhra Pradesh 2) Telangana	70	South Zone (210 KVs)	Teaching-04 Non-Teaching-01
20.	Chennai	1) Tamil Nadu 2) Puducherry 3) Andaman & Nicobar Island	50		Teaching-02 Non-Teaching-01
21.	Bangalore	1) Karnataka	51		Teaching-03 Non-Teaching-01
22.	Ernakulam	1) Kerala 2) Lakshadweep	39		Teaching-02 Non-Teaching-01
23.	Guwahati	1) Assam	42		North Eastern Zone (111KVs)
24.	Silchar	1) Tripura 2) Mizoram 3) Meghalaya 4) Assam	29	Teaching-02 Non-Teaching-01	
25.	Tinsukia	1) Nagaland 2) Arunachal Pradesh 3) Manipur 4) Assam	40	Teaching-02 Non-Teaching-01	
26.	KVS (HQ)	1) Moscow 2) Kathmandu 3) Tehran	03	KVS (HQ)	Teaching-01 Non-Teaching-01
	Total		1242		Teaching-72 Non-Teaching-27 Total-99



ANNEXURE-III

KENDRIYA VIDYALAYA SANGATHAN, NEW DELHI

Region wise number of KVS Regional Incentive Awards-2020

S.No.	Name of Region	State allocated & No. of KVs	No. of KVs	Name of Zone	Number of Proposed Regional Incentive Awards
1.	Chandigarh	1) Punjab 2) Chandigarh	55	North Zone (244 KVs)	Teaching-15 Non-Teaching-02
2.	Jammu	1) J&K	39		Teaching-12 Non-Teaching-02
3.	Delhi	1) Delhi	46		Teaching-20 Non-Teaching-03
4.	Gurgaon	1) Haryana 2) Himachal Pradesh	59		Teaching-15 Non-Teaching-02
5.	Dehradun	1) Uttarakhand	45		Teaching-15 Non-Teaching-02
6.	Raipur	1) Chhattisgarh	36	Central Zone (270 KVs)	Teaching-12 Non-Teaching-02
7.	Bhopal	1) Madhya Pradesh	65		Teaching-15 Non-Teaching-02
8.	Jabalpur	1) Madhya Pradesh	47		Teaching-15 Non-Teaching-02
9.	Lucknow	1) Uttar Pradesh	48		Teaching-15 Non-Teaching-02
10.	Agra	1) Uttar Pradesh	38		Teaching-12 Non-Teaching-02
11.	Varanasi	1) Uttar Pradesh	36	Teaching-12 Non-Teaching-02	
12.	Patna	1) Bihar	49	East Zone (216 KVs)	Teaching-15 Non-Teaching-02
13.	Ranchi	1) Jharkhand	41		Teaching-12 Non-Teaching-02
14.	Bhubaneswar	1) Odisha	62		Teaching-18 Non-Teaching-02
15.	Kolkata	1) West Bengal 2) Sikkim	64		Teaching-18 Non-Teaching-02

S.No.	Name of Region	State allocated & No. of KVs	No. of KVs	Name of Zone	Number of Proposed Regional Incentive Awards
16.	Ahmadabad	1) Gujarat 2) Daman & Diu 3) Dadra & Nagar Haveli	47	West Zone (188 KVs)	Teaching-15 Non-Teaching-02
17.	Mumbai	1) Maharashtra 2) Goa	64		Teaching-20 Non-Teaching-03
18.	Jaipur	1) Rajasthan	77		Teaching-20 Non-Teaching-02
19.	Hyderabad	1) Andhra Pradesh 2) Telangana	70	South Zone (210 KVs)	Teaching-20 Non-Teaching-02
20.	Chennai	1) Tamil Nadu 2) Puducherry 3) Andaman & Nicobar Island	50		Teaching-15 Non-Teaching-02
21.	Bangalore	1) Karnataka	51		Teaching-15 Non-Teaching-02
22.	Ernakulam	1) Kerala 2) Lakshwadweep	39		Teaching-15 Non-Teaching-02
23.	Guwahati	1) Assam	42		North Eastern Zone (111 KVs)
24.	Silchar	1) Tripura 2) Mizoram 3) Megalaya 4) Assam	29	Teaching-12 Non-Teaching-02	
25.	Tinsukia	1) Nagaland 2) Arunachal Pradesh 3) Manipur 4) Assam	40	Teaching-15 Non-Teaching-02	
26.	KVS (HQ)	1) Moscow 2) Kathmandu 3) Tehran	03	KVS (HQ)	Teaching-01 Non-Teaching-01
	Total		1242		Teaching-384 Non-Teaching-53 Total-437

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एतन्मन्त्रं पुस्तकं उपमासृणु
केन्द्रीय विद्यालय संगठन

केन्द्रीय विद्यालय संगठन (मु.), नई दिल्ली
KENDRIYA VIDYALAYA SANGATHAN (HQ), NEW DELHI

**OBJECTIVE MARKING SCHEME FOR THE EVALUATION OF
NOMINATIONS RECEIVED FOR KVS INCENTIVE AWARDS-
2020 FOR TEACHING AND NON-TEACHING EMPLOYEES
ACCORDING TO THE SET PARAMETERS FOR EVALUATION**

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KENDRIYA VIDYALAYA SANGATHAN (HQ), NEW DELHI

OBJECTIVE MARKING SCHEME FOR TEACHING EMPLOYEES

OBJECTIVE MARKING SCHEME FOR THE EVALUATION OF NOMINATIONS RECEIVED FOR KVS INCENTIVE AWARDS **FOR TEACHING EMPLOYEES** ACCORDING TO THE SET PARAMETERS FOR EVALUATION.

1. Column 10 (as per evaluation sheet):-

APARs of last five years i.e. 2015-2019

Total Marks:10

(i) APAR Grading : 1 to 5.9 = 0 mark

(ii) APAR Grading : 6 to 7.9 = 1 marks

(iii) APAR Grading : 8 to 10 = 2 marks

2. Column 11:-

Qualitative and Quantitative Results for last 5 years

Total Marks:20

RESULTS FOR LAST FIVE YEARS – QUANTITATIVE			
A. FOR PRINCIPAL / VICE-PRINCIPAL / PGT / TGT	Marks to be allotted	Total max. marks to be awarded	
A1. Quantitative Result based on Pass Percentage.			
i. If the average result of preceding 5 years is 99% to 100%	10	10	
ii. If the average result of preceding 5 years is 97%-98%	08		
iii. If the average result of preceding 5 years is 95% to 96%	06		
iv. If the average result of preceding 5 years is 93% to 94%	04		
v. If the average result of preceding 5 years is 91% to 92%	02		
A2. Result Based on Performance Index (P.I.)			
i. PI 70 and above last five years.	10	10	
ii. PI 70 and above in four out of last five years.	08		
iii. PI 70 and above in three out of last five years.	06		
iv. PI 70 and above in two out of last five years.	04		
v. PI 70 and above in one out of last five years.	02		
B. Assessment of Miscellaneous category teachers. Evaluation on the basis of tangible learning outcome in Co-Scholastic subjects where formal examinations are not conducted and results are measured either in grades or any other form may be adjudged by the jury by using its discretion to award the marks for quantitative and qualitative outcome of class room transactions. These subjects are TGT(Art Education), Librarian, Physical Health and Education, Work Experience, Yoga and PRT(Music) etc. Measurable outcome in these subjects can be judged through participation of students in various level activities and position achieved by them in different Level competitions under the guidance of the teacher and any special teaching methodology adopted by the teacher to ensure better learning outcome.			20
C. Qualitative Result for last five years for PRTs			
i. If 80% and above students scored A+ Grade in all five years	20	20	
ii. If 80% and above students scored A+ Grade for four years	16		
iii. If 80% and above students scored A+ Grade for three years	12		
iv. If 80% and above students scored A+ Grade for two years	08		
v. If 80% and above students scored A+ Grade for one year	04		

3. Column No.12:-

Frequency of Participation in training programmes/contribution to various training/ In-service courses in the last 5 years. Total Marks:05

- (i) As a participant : 2 marks
- (ii) As a resource person : 3 marks
- (iii) As Associate Director : 4 marks
- (iv) As Director : 5 marks

Note:- If a person has participated in different capacities in different training programmes during last 5 years, then marks will be calculated accordingly and maximum marks that can be awarded only 5. If a person has in more than one programme in same capacity then marks for single participation only will be granted.

4. Column 13:-

Innovative Experiments/Projects taken in curricular/ co-curricular areas+ Development and use of teaching + Contribution in administrative work & Achievement in Co-curricular activities like music, arts, sports, literature, technological aids/use of computers for teaching and contribution in the field of social service like Swacchh Bharat Abhiyan and Green and Clean Vidyalaya. Total Marks: 5+5+5=15

(a) Award received for Innovation & Experimentation Projects taken in the curricular/co-curricular areas. Total Marks:05

- (i) National Level : 5 marks
- (ii) Regional Level : 3 marks
- (iii) Cluster/ District Level : 2 marks
- (iv) KV Level : 1 marks

(b) Development of teaching aids and use of Information Communication Technology as a tool for learning without burden. Special teaching plan prepared for the slow learners/ Apps developed for teaching. Total Marks:05

- (i) Developed Teaching App or Special teaching Programme based on ICT : 5 marks
- (ii) Special teaching practices plan using technology/Contribution in Vidyadaan : 3 marks
- (iii) Better use of technology in teaching : 2 marks
- (iv) ICT Based Teaching Module : 1 marks

(c) Contribution in administrative work & achievement in Co-curricular Activities like music, arts, sports, literature, Scouts and guides etc. Contribution towards community service. Contribution in Green and Clean Vidyalaya Programme and Swachh Bharat Abhiyan. Total Marks:05

- (i) Holding charge of 3 Vidyalaya Level Committees and convener of committees on Sports, Scouts and clean and green vidyalaya programme } 5 marks
- (ii) Holding charge of 2 Vidyalaya Level Committees and convener of committees on Sports, Music/ Literature and clean and green vidyalaya programme } 4 marks
- (iii) Convener of Vidyalaya Committee on games and sports and discipline : 3 marks
- (iv) Member of Vidyalaya Library Committee/ Nature Club/Cleanliness Committee : 2 marks
- (v) Organizer of any of the Vidyalaya Level Event : 1 marks

Total maximum marks awarded can be 5 marks in each case for (a), (b) and (c) above.

5. Column No.14:-

Publication (Research papers/Articles in international/ National Journals, Books, Vidyalaya Patrika etc.) in the last 5 years- **Total Marks: 5**

- (i) Inter-National Level : 5 marks
- (ii) National Level : 4 marks
- (iii) Regional Level : 3 marks
- (iv) District Level : 2 marks
- (v) KV Level : 1 marks

NB: Maximum marks under this head shall be only 5.

6. Column No.15:-

RECOGNITION

Total:20 Marks

AWARDS RECEIVED DURING 5 (FIVE) PRECEDING YEARS	For Self (Max. Marks- 12)	For Students [under the teacher's guidance] (Max. Marks-8)	Total Marks 12+8
(i) National level (Recognized by Govt. of India or any International NGO Awards) including Innovation & Experimentation award & ICT award by NCERT	12	@ 4 Marks for each student	
(ii) State Level (including Innovation & Experimentation award) & ICT award by KVS	10	@ 2 Marks for each student	
(iii) KVS Regional Incentive Award	8	NIL	
(iv) District Level	5	@ 1 Mark for each student	

Note: Employees applying under Physically Handicapped category will be given five (5) marks extra by the Independent Jury while calculating overall marks for preparing the Merit List.

7. Column No.16:-

Marks given by the Independent Jury

Total Marks: 25

Every eligible employee will give 7-10 Minutes presentation before the Independent Jury at Regional as well as National Level. The Jury will award maximum 25 marks to the employee taking a holistic view with regard to the Presentation and all other evidences/material submitted by him/ her & assessing the suitability of the employees for consideration for awards.

The Independent Jury will award marks out of maximum 100 (75 + 25) as per the distribution shown above.

Note: Regional level Independent Juries must ensure that the marks are awarded after due verification of the evidences/ documents/ presentation submitted by the applicant strictly following the directions given in the guidelines pertaining to marking scheme.



KENDRIYA VIDYALAYA SANGATHAN (HQ)

OBJECTIVE MARKING SCHEME FOR NON-TEACHING EMPLOYEES

OBJECTIVE MARKING SCHEME FOR THE EVALUATION OF NOMINATIONS RECEIVED FOR KVS INCENTIVE AWARDS **FOR NON-TEACHING EMPLOYEES** ACCORDING TO THE SET PARAMETERS FOR EVALUATION.

1. Column 10 (as per evaluation sheet):-

APARs of last five years i.e. 2015-2019

Total Marks:10

- (i) APAR Grading : 1 to 5.9 = 0 mark
- (ii) APAR Grading : 6 to 7.9 = 1 marks
- (iii) APAR Grading : 8 to 10 = 2 marks

2. Column 11:-

Maintenance of office records/Use of Rule Position/Technology for quick disposal of work.

Total Marks:20

- (i) Digitisation of office records : 10 Marks
- (ii) Registration of all official communications in the office and Providing acknowledgement : 2 Marks
- (iii) Time Bound Disposal of RTI/ Court Cases/ Personal Claims of Employees. : 4Marks
- (iv) Time Bound Disposal of public grievances and maintenance of Proper record of disposal. : 4 Marks

3. Column No.12:-

Frequency of Participation in training programmes/contribution to various training/ In-service courses during the last 5 years.

Total Marks: 5

- (i) As a participant – 4 marks
- (ii) As a resource person – 5marks
- (iii) As a supporting staff – 2 marks

4. Column 13:-

Use of ICT & contribution in administrative works and other areas (However, for sub-staff, proficiency in handling computer/ fax/ photocopier/ scanner etc.)/Involvement in community service/dealing with peers.

Total Marks: 15

- (i) Involvement in the administrative supervision of vidyalaya accounts And settlement of audit objections and reply of inspection reports. : 5 Marks
- (ii) Implementation of Raj Bhasha Policy in office work + Disposal of work in Raj Bhasha. : 4 Marks
- (iii) Any computer application developed for official use : 5 Marks
- (iv) Classification and arrangement of office records : 2 Marks
- (v) Participation in Community Service, Blood Donation, Swachch Bharat Abhiyan. : 5 Marks
- (vi) Sub Staff who is able to work on MS Word, MS Excel and can Send and received e-mails/ scanning etc. : 5 Marks

5. Column No.14:-

Publication (Research papers/ Articles in international/ National Journals, Books, Vidyalya Patrika etc.) in the last 5 years. Total Marks: 5

- (i) Inter-National Level : 5 marks
- (ii) National Level : 4 marks
- (iii) Regional Level : 3 marks
- (iv) District Level : 2 marks
- (v) KV Level : 1 marks

Note: Maximum marks under this head shall be only 5.

6. Column No.15:-

RECOGNITION

Total:20 Marks

AWARDS RECEIVED DURING 5 (FIVE) PRECEDING YEARS	MARKS
(i) National level (National Govt. of India or any International NGO Awards).	20
(ii) State Level Award given by Govt./ NGO.	10
(iii) KVS Regional Incentive Award	10
(iv) District Level Award given by Govt./ NGO	5

Note: Employees applying under Physically Handicapped category will be given five (5) marks extra by the Independent Jury while calculating overall marks for preparing the Merit List.

7. Column No.16:-

Marks to be given by the Independent Jury

Total Marks: 25

Every eligible employee will give 7-10 Minutes presentation before the Independent Jury at Regional as well as National Level. The Jury will award maximum 25 marks to the employee taking a holistic view with regard to the Presentation and all other evidences/material submitted by him/ her & assessing the suitability of the employees for consideration for awards.

The Independent Jury will award marks out of maximum 100 (75 + 25) as per the distribution shown above.

Note: Regional level Independent Juries must ensure that the marks are awarded after due verification of the evidences/ documents/ presentation submitted by the applicant strictly following the directions given in the guidelines pertaining to marking scheme.



KENDRIYA VIDYALAYA SANGATHAN (HQ), NEW DELHI

ANNEXURE-V

Common Evaluation Marking Sheet for Teaching and Non-Teaching employees for KVS Incentive Awards 2020

	1	Serial Number	
	2	Name of the employee	
	3	Designation/ Post Held	
	4	Name of KV/ZIET/RO where working	
	5	Name of Region	
	6	Date of Birth	
	7	Date of joining in KVS	
	8	Date from which working in the present post	
	9	Total service in KVS as on 31-03-2020	
	10	APARs of last five years (2015-2019)	Max. Marks 10
	11	Quantitative and Qualitative results for last five years/ Innovative Method adopted/ steps taken for improvement / Maintenance of records / Use of Rule Position/ IT for quick disposal of work.	Max Marks 20
	12	Frequency of participation in training programme and In- Service courses etc.	Max Marks 5
	13	Innovation and Experimentation Projects, use of ICT/Vidya Daan+contribution in administrative works and other areas (for sub-staff, proficiency in handling computer etc.)/community servie/dealing with peers.	Max. Marks 15
	14	Publication (Research papers/Articles in International/National journals, books, Vidyalaya Patrika etc.) in the last 5 years/ Any Programme/ application.	Max. Marks 5
	15	Recognition	Max. Marks 20
	16	Marks awarded by the Independent Jury	Max. Marks 25
	17	Total Marks scored	Max. Marks 100
	18	Recommendations of the committee	

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Instructions/ Modalities/Guidelines for forwarding of KVS Incentive Awards applications to Regional Offices after checking/ verifications/completing all necessary entries

The following Instructions/ Modalities/Guidelines may be followed for the forwarding of KVS Incentive Awards applications to Regional Offices after checking/ verifications/completing all necessary entries;

1. The DC of RO/ ZIET and Principals of KVs is being provided with separate user ID and Password to access the online KVS Incentive Award Portal. The portal can be accessed as per the details given in the Annexure-VIII.
2. There are five levels of processing of the online Incentive Award application:
 - (i) In the first level processing is for the employees to fill up the online application form.
 - (ii) The second level will be processed by the **controlling officer** i.e. Principal, Deputy Commissioner, Director, ZIET etc. The controlling officer after logging into the portal will view the list of applications submitted by the employees for Incentive Award and will go through the contents and facts furnished by the applicant. Apart from this controlling officer shall have to fill his/ her observations in the application at the specified places and submit the same to the Regional Office for next course of action.
 - (iii) The third level processing is for the Regional Level Screening Committee to verify APAR grading and all other eligibility criteria in terms of para 7 of revised scheme of KVS Incentive Award-2020.
 - (iv) The fourth processing is for the Independent Jury at RO Level for evaluating/assessing and awarding points on the basis of the presentation/ evidences/ Materials/ documents submitted or presented by the employees. The Independent Jury at RO Level will assess/ evaluate all the eligible applications and will prepare a merit list.
However, it will be the responsibility of the DC of the Region to forward the applications of the toppers from the merit list to KVS (HQ) through Award portal as per number of allotted quota to the respective region as given in the **Annexure-II**.
 - (v) The fifth level is for the processing at KVS (HQ) Level.
3. If the controlling officer finds any ambiguity or factual mistakes/ exaggeration in the information/ data furnished by the employee in the award application then controlling officer should record his/her points of disagreement in the place provided for this purpose in the application.
4. The controlling officer can not make any change in the content of application submitted by the applicant. He/she can only write his/her observations as per the official records. In no case, any application shall be withheld by the controlling officer.
5. All applications received from the Kendriya Vidyalayas/ ROs/ZIETs shall be verified by the **Regional Level Screening Committee** to check the eligibility criteria of the applicant in terms of Para 7 of revised scheme of KVS Incentive Award - 2020. If any applicant does not fulfill the laid down eligibility criteria, his/ her application shall be rejected by the committee after recording proper justification for rejection. The rejected application will not be forwarded to the Regional Level Independent Jury.
6. After verification of Incentive Award applications by the Regional Level Screening Committee, all suitable applications will be forwarded to Independent Jury. The Independent Regional Level Jury, on first day of its meeting shall assess the proposals and award marks to the applicant out of 75 on the given parameters. Thereafter, the jury will assess/evaluate the presentation/documents/materials/evidences etc. given by the applicant and award the marks out of 25. (75+25=100)
7. The Independent Jury at Regional Level shall assess and evaluate applicants and prepare a merit list on the basis of marks scored by them. The candidates who have scored highest marks shall be forwarded to the National Level Jury as per the number of nominations fixed for the Region in each category i.e. Teaching and Non-Teaching as per the **Annexure-II**.
8. The Regional Level Jury will take out the print of the list (generated pdf from the portal) of recommended candidates and after signing it by the Chairman and members of the Jury, a copy should be uploaded on the portal at the specified space. Independent Jury shall be provided with a confidential user ID and password to login into the KVS Incentive Award Portal through the concerned DC of the Region.
9. Separate objective marking schemes (**Annexure-IV**) are being provided for the evaluation of proposals submitted by teaching and non-teaching employees for the use of Independent Jury along with common evaluation marking sheet (**Annexure-V**).
10. The time schedule (point No.2 in the **Annexure-I**) as fixed for each step/ level of the entire process incentive award may kindly be strictly adhered to.
11. In order to avoid heavy load on the award portal, the applicants are advised to fill up applications in early dates without waiting for the last date/minutes hustle and bustle, so that the correct entries with proper uploading of documents, videos, audios, evidences etc. on the specified places of the award portal could be done smoothly.



ANNEXURE-VII

Instructions/ Modalities/Guidelines for constitution of Independent Jury at Regional Level for Selection of nominations for KVS Incentive Awards and Screening of proposals by the Regional Level committee.

The following Instructions/ Modalities/Guidelines may be followed for constitution of Independent Jury at Regional Level for selection of nominations for KVS Incentive Awards and Screening of proposals by the Regional Level committee:

1. The Deputy Commissioners of all Regions shall constitute a regional level Independent Jury in pursuance of Para 5 (a) of revised scheme of KVS Incentive Award (**Annexure-I**). This Independent Jury should be constituted by dated **27.10.2020** and a copy of the constitution & notification thereof should be submitted to the KVS (Hqrs) for future reference by dated **28.10.2020**. The details of the Jury members should also be entered on KVS Incentive Award Portal.
2. A committee headed by the Deputy Commissioner of the region will check & verify the nominations submitted by the employees for KVS Incentive Awards-2020 in order to ensure that, they are complying with the eligibility criteria as laid down in Para 7 of revised scheme of KVS Incentive Awards-2020. The Committee will certify whether an employee is eligible for applying KVS Incentive Awards or not. The Committee shall either declare the nominee **Eligible** or **Ineligible**. If committee declares any nomination ineligible then it will be automatically rejected and will not be put up for the consideration of Regional Level Independent Jury.
3. Employees who have been declared eligible for applying KVS Incentive Awards-2020 by the Regional Level Screening Committee should be called for a presentation before the Regional Level Independent Jury through Video Conferencing. A schedule may be prepared for this purpose and employees should be intimated. The employees are entitled for TA/DA as per KVS rules in case travelling is involved for the video conferencing.
4. The RO Level Independent Jury will evaluate the applications of eligible employees through Video Conferencing on the scheduled dates. For this purpose, the platform to conduct video conferencing will be decided by the Deputy Commissioner. Further, the DC of the region will arrange a suitable venue and will provide all technical/ clerical support/ stationary/ ICT equipments/ Internet Facility etc. to Regional Level Independent Jury to ensure smooth conduct of VC for the evaluation. Printed copy of online applications submitted by the employee shall be made available to the Jury along with all supporting documents of employees.
5. Members of the Jury will be provided with working lunch and two-time tea-snacks and honorarium as per the KVS rule for all working days.
6. **Regional level Independent Juries must ensure that the marks are awarded after due verification and assessment of the evidences/ presentation / materials/ documents submitted by the applicants strictly following the directions given in the guidelines pertaining to marking scheme for both Teaching and Non-Teaching employees as per the details in the Annexure-IV.**
7. The Independent Jury will award marks out of 100 in the online proforma to all the eligible nominations/ applicants. RO level Jury will recommend required number of nominations in teaching and non-teaching categories to National Level Independent Jury as per the details given in Annexure-II for their respective region. **A separate list of recommended candidates in order of merit signed by the Chairman and members of the Jury will be uploaded on the online portal in the specified place.**
8. Those employees who could not be selected for the National Level KVS Incentive Awards shall automatically be considered for the KVS Regional Level Incentive Awards as per their order of merit decided by the Regional Level Independent Jury along with other nominees up to the number of Regional Level Awards. The Regional Level Awards will be announced after the declaration of National Awards.
9. For any technical assistance or any queries please send e-mail at the mail I.D. helpdeskawards@gmail.com



GENERAL INSTRUCTIONS TO THE APPLICANTS FOR APPLYING INCENTIVE AWARD-2020

1. Before applying/ login/ registration please download and go through the user manual provided as pdf file as well as in form of video. To access it, click on the link (written as "Link to download manual") available at the first page (bottom side) of the Incentive Award Portal.
2. To proceed for KVS Incentive Award application registration, click at the hyperlink (written as "Click here to proceed for KVS Incentive Award Application Registration") given at the bottom side of first page of the Incentive Award Portal.
3. Please read all Annexures carefully, there are total 09 Annexures (from Annexure-I to IX), applicants need to go through all these Annexures to seek guidance. The revised scheme for Incentive Award-2020 is given in the Annexure-I. The eligible applicants (as per the revised scheme) can apply for the KVS Incentive Award-2020 through online mode only.
4. Applicant must have a valid e-mail ID and mobile number for registration and future references.
5. In order to apply for the award, applicants need to click on the Scrolling Link (it is a Running Link at the top of Home Page) meant for accessing the **Award Portal** on the Home Page of the website Vidyalyaya/or Regional Office/or ZIET or KVS HQ. Alternatively, one can also apply by clicking the menu "**Administration**" and selecting the sub menu "**KVS Incentive Award portal**" available at home page of the KVS HQ website which will give access to the "Award Portal".
6. After accessing the "**Award Portal**" applicant need to register him/herself, for this purpose a valid e-mail ID shall be used by the applicant, as in the same e-mail a registration link along with password will be sent to the applicant. Using these credentials, the applicant shall log in to fill up the application form.
7. Applicant must have to select his/her place of working i.e. KV/ Region/ ZIET/HQ correctly under the field "working at" to avoid wrong forwarding of the application form to another place, [e.g. If an applicant is presently working in Kendriya Vidyalaya and incorrectly selected "Regional Office" option from the field, will send the application form to the Regional Office directly instead of his/her KV, as the application has to reach concerned Regional Office only through the controlling officer after due verification of the data by the controlling officer]
8. Applicant must keep scanned photograph and signature in jpeg format with size max 5 MB ready in advance to upload the same at the specified place only.
9. Applicant must also keep ready scanned copies of all supporting documents, citation (furnished by controlling officer), APAR etc. ready in advance while applying. Ensure that they are uploaded at the appropriate place only.
10. However, the supporting documents (except photograph, signature and citation) of the applicant can also be uploaded on Google drive providing its link in specified place, enabling "everyone access" permission, so that the same may be viewed/verified.
11. Applicant need to keep saving his/her data before final submission of application to avoid loss of data while working on the portal.
12. Enter all required information in each field correctly with utmost care. Before final submission of the application form, see the preview, go through and carefully check the correctness of the furnished data/information submitted by you, as application once submitted it can't be edited.
13. Follow the time schedule strictly mentioned hereunder to avoid last minute heavy load on the portal hence, apply as early as possible with utmost care:

SN	Activity	Time Period	
		From	To
1	Submission of online nominations by the employee.	23.10.2020 (Friday)	02.11.2020 (Monday)
2	Verification of nominations by the controlling officers.	04.11.2020 (Wednesday)	05.11.2020 (Thursday)
3	Scrutiny by Regional Level Committee.	06.11.2020 (Friday)	07.11.2020 (Saturday)
4	Selection by Regional Level Independent Jury. (Through video conferencing.)	09.11.2020 (Monday)	12.11.2020 (Thursday)
5	Selection by National Level Independent Jury. (Through video conferencing.) (Tentative)	17.11.2020 (Tuesday)	26.11.2020 (Thursday)

प्रोत्साहन पुरस्कार-2020 के आवेदन के लिए आवेदकों हेतु सामान्य अनुदेश
GENERAL INSTRUCTIONS TO THE APPLICANTS FOR APPLYING INCENTIVE AWARD-2020

1. आवेदन/लॉग इन/पंजीयन करने से पहले कृपया उपयोगकर्ता पुस्तिका (user manual) का अध्ययन करें, जो कि pdf फाइल एवं विडियो के रूप में उपलब्ध है। इसे केविसं प्रोत्साहन पुरस्कार पोर्टल (अवार्ड पोर्टल) के प्रथम पृष्ठ के निचले भाग में उपलब्ध लिंक (जो कि "Link to download manual" के रूप है) पर क्लिक करके पहुँचा/डाउनलोड किया जा सकता है।
2. केविसं प्रोत्साहन पुरस्कार पंजीयन हेतु आगे बढ़ने हेतु (to proceed further) केविसं प्रोत्साहन पुरस्कार पोर्टल (अवार्ड पोर्टल) के प्रथम पृष्ठ के निचले भाग में उपलब्ध लिंक (जो कि "Click here to proceed for KVS Incentive Award Application Registration" के रूप में है) पर क्लिक करें।
3. कृपया सभी अनुलग्नकों का सावधानी पूर्वक अध्ययन करें, कुल 09 अनुलग्नक (अनुलग्नक। से IX) हैं, आवश्यक दिशा निर्देशों को जानने हेतु इन सभी का अध्ययन आवश्यक है। प्रोत्साहन पुरस्कार 2020 हेतु revised scheme अनुलग्नक -1 पर उपलब्ध है, जिसके अनुसार योग्य कार्मिक ही प्रोत्साहन पुरस्कार हेतु ऑनलाइन मोड से आवेदन कर सकते है।
4. पंजीयन करने हेतु आवेदक के पास एक वैध ई-मेल आई.डी. व मोबाईल नंबर का होना आवश्यक है।
5. इस पुरस्कार हेतु आवेदन करने के लिए आवेदक विद्यालय/अथवा संभागीय कार्यालय/अथवा जीट अथवा के.वि.सं.(मु.) के होम पेज में स्थित "Scrolling Link (एक प्रकार की Running Link जो होम पेज के ऊपरी भाग में उपस्थित है)" पर क्लिक करें, यह आपको "Award Portal" तक पहुँचा देती है। वैकल्पिक रूप से, के.वि.सं.(मु.) की वेबसाइट के होम पेज के "Administration" मेन्यू के अंतर्गत उप- मेन्यू "KVS Incentive Award Portal" में भी क्लिक करके "Award Portal" तक पहुँचा जा सकता है।
6. "Award Portal" में पहुँचने के बाद आवेदक को अपने आपको पंजीकृत कराना होगा, इसके लिये अपना एक वैध ई-मेल आई.डी. का उपयोग किया जाना है, क्योंकि इसी ई-मेल में "पंजीयन लिंक" "पासवर्ड" के साथ आवेदक को भेजी जाएगी। आवेदक इन्ही प्रत्यय-पत्रों/साख तथ्यों (credentials) का उपयोग करके आवेदन प्रपत्र भरने हेतु लॉग इन करेंगे।
7. आवेदन का अद्येक्षण गलत स्थान पर जाने में से बचने के लिए, आवेदक को "Working at" फील्ड में अपने सही कार्य स्थल यथा के.वि./संभाग/जीट/मुख्यालय का चुनाव करना आवश्यक है [उदाहरण स्वरूप: यदि कोई आवेदक संप्रति किसी केन्द्रीय विद्यालय में कार्यरत है और उसने फील्ड में गलती से "Regional Office" विकल्प चुन लिया तो उसका आवेदन प्रपत्र उसके K.V. में जाने की बजाय रीजनल ऑफिस को चला जाएगा, जबकि आवेदन रीजनल ऑफिस को यह आवेदन केवल नियंत्रण अधिकारी (controlling officer) के माध्यम से, नियंत्रण अधिकारी के द्वारा सत्यापन के पश्चात ही भेजा जाना है]।
8. आवेदक को जेपीईजी(jpeg) फॉर्मेट में अधिकतम 5 एमबी साइज का स्कैन किया हुआ अपना छायाचित्र (photo) व हस्ताक्षर को विनिर्दिष्ट स्थान में अपलोड करने हेतु अग्रिम रूप से रखना चाहिए।
9. आवेदक को सभी सहायक दस्तावेज, प्रशस्ति पत्र (citation) नियंत्रण अधिकारी द्वारा प्रदत्त, ए.पी.ए.आर, इत्यादि की स्कैन की हुई प्रतियाँ अग्रिम रूप से तैयार रखना चाहिए। सुनिश्चित करें कि वे विनिर्दिष्ट स्थान में अपलोड की गई हैं।
10. हालाँकि, आवेदक [छायाचित्र (photo), हस्ताक्षर व प्रशस्ति पत्र (साइटेशन) को छोड़कर] अपने सभी सहायक दस्तावेजों को "everyone access" आज्ञा के साथ गूगल ड्राइव पर अपलोड करके उसकी लिंक विनिर्दिष्ट स्थान पर प्रदान कर सकते हैं, ताकि इन्हें नियंत्रण अधिकारी/जजों द्वारा आसानी से देखा/मूल्यांकित किया जा सके।
11. पोर्टल में कार्य करते समय आवेदन को अंतिम रूप से (finally) जमा (submit) करने से पहले, डाटा क्षय से बचने के लिए आवेदक को इसे सेव (save) करते रहना आवश्यक है।
12. प्रत्येक फील्ड में सभी आवश्यक जानकारी अत्यंत ही सावधानी पूर्वक भरें। आवेदन को अंतिम रूप से जमा करने से पहले इसका प्रीव्यू (पूर्वदर्श) देखें, इसका अवलोकन करें तथा इसमें आपके द्वारा भरे गए डाटा/सूचना की सत्यता की सावधानी पूर्वक जाँच कर लें, क्योंकि एक बार जमा किये गये (submitted) आवेदन को फिर सुधारा/परिमार्जित नहीं किया जा सकता है।
13. अंतिम क्षणों में पोर्टल पर भारी दबाव से बचने के लिए नीचे दी गई समय सारणी का दृढ़ता पूर्वक पालन करें, और जहां तक संभव हो प्रारम्भिक दिनांकों में ही आवेदन करें:

SN	Activity	Time Period	
		From	To
1	Submission of online nominations by the employee.	23.10.2020 (Friday)	02.11.2020 (Monday)
2	Verification of nominations by the controlling officers.	04.11.2020 (Wednesday)	05.11.2020 (Thursday)
3	Scrutiny by Regional Level Committee.	06.11.2020 (Friday)	07.11.2020 (Saturday)
4	Selection by Regional Level Independent Jury. (Through video conferencing.)	09.11.2020 (Monday)	12.11.2020 (Thursday)
5	Selection by National Level Independent Jury. (Through video conferencing.) (Tentative)	17.11.2020 (Tuesday)	26.11.2020 (Thursday)

ANNEXURE-IX

STANDARD DRAFT FORMAT FOR CITATION TO BE WRITTEN BY THE CONTROLLING OFFICER/PRINCIPAL FOR AN EMPLOYEE WHO IS APPLYING FOR KVS INCENTIVE AWARD

CITATION

1. Name of the employee
2. Designation of the employee
3. KV Name :
4. Name of the Region :
5. Length of Service in KVS
6. Important contributions & Achievement of employee
- 7.. Responsibilities assigned by the Vidyalaya and initiative taken by him/ her
- 8.. Inter-personal relations & ability to work in a team
9. Innovative Practices introduced by the teacher in the Vidyalaya
10. Whether employee belongs to PH category (Yes or No) :

Note:- Principal or any other controlling officer should write a citation in 150 words including above mentioned 7 points for an employee who is applying for KVS Incentive Award 2020 through online mode & handover a copy of the citation to the employee for uploading the scanned copy of the citation in the specified place. Principal should invariably sign and put his/her official seal on this citation.

