



केन्द्रीय विद्यालय संगठन(मु.)
शिक्षा मंत्रालय भारत सरकार के अधीन स्वायत्त संस्थान
18, संस्थागत क्षेत्र, शहीद जीत सिंह मार्ग, नई दिल्ली-110016.
KENDRIYA VIDYALAYA SANGATHAN (HQ)
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F.110333/2025-26/KVS (HQ)/Acad./ 695-719

Date 19.02.2025

The Deputy Commissioner
Kendriya Vidyalaya Sangathan
All Regional Offices

Subject: Regarding Staff sanction (Post) for the academic session 2025-26 in KVs.
(Request for Proforma-A and Draft proforma-B).

Madam/Sir,

As you are aware that staff strength for the academic session 2025-26 is being calculated through Staff Sanction Module on KVS Samagam Portal (<https://app.kvs.gov.in/>). In this regard, officers from all Regional Offices were called at KVS HQ for matching of data with system generated staff calculation as per number of periods of merged classes and other classes as per number of sections in respective subjects.

2. After discussion with Assistant Commissioners/Administrative Offices alongwith the dealing staff of all the Regional Offices, corrections made in the logic and as well as number of sections in merged classes details as per their written request recieved from concerned KVS Regional Offices.


3. Apart from these corrections, Vice-Principal, Head Master/Mistress, Assistant Section Officer, Senior Secretariat Assistant, Junior Secretariat Assistant and Sub-staff (Lab) and Sub-staff have been calculated by incorporating amended norms for these posts which are annexed at Annexure-A.

4. In view of the period allocation (class wise/subject wise) in alignment with NCFSE-2023 and KVS requirements revised time-table has already been issued on 24.01.2025 by this office. Revised allocation of periods (Class wise/subject wise) for class-IX onwards will be decided after getting directions from CBSE/NCERT. Hence, revision of staff calculation will be a continuous process in coming years. Based on the above calculations, it is observed that a large number of staff are surplus in TGT (Eng.) and TGT (Hindi). To reduce the number of surplus and to enhance reading and writing skills of students in these two languages, one additional period have been allotted to class-VI, VII & VIII in these two subjects. Accordingly, there is an increase in the post of TGT (English) and TGT (Hindi) in a few Vidyalyas from caluculation that was discussed during meeting of staff sanction at KVS HQ. Further, these two periods will be utilized by language teachers in the library periods allotted for these classes.

5. Region Wise Consolidated Staff Strength for the session 2025-26 genenrated through Samagam Portal incorporating all changes as requested by Regional Offices is attached herewith. You are hereby requested to go through the same, if data is correct in all respect, please send Consolidated Proforma-A (duly signed and scanned copy) and draft proforma-B of individual KV in Excel Sheet to the mail id dcacad03kvshq@gmail.com and kvsssoacad@gmail.com latest by 21.02.2025 positively for further approval of the competent Authority.

In case of any discrepancy please communicate over phone to Shri Vinod Kumar, DC (Acad) followed by letter immediately to KVS HQ with proper justification.

Yours faithfully


(Dr. P. Devakumar)
Joint Commissioner (Acad.)

Enclosure-As above

19.02.25.

Kendriya Vidyalaya Sangathan
(Academic Section)

Amended guidelines for the below mentioned posts from session 2025-26

Annexure-A

Sl. No.	Post	Number of posts	Existing Provision in Indicative guidelines/others	Amended Provision
1	2	3	4	5
1	Vice Principal	1	KV having 03 sections in each class from class I to X. & In all second shift KVs with any number of sections.	There should be at least 30 sections or more from class-I to X and also KV have highest class-X or XI/XII i.e. KV may have or may not have class-XI and XII. & In all second shift KVs with any number of sections.
		2	KV having 06 sections in each class from class I to X. & In all second shift KVs with 06 sections each in class I to X.	There should be at least 60 sections or more from class-I to X and also KV have highest class-X or XI/XII i.e. KV may have or may not have class-XI and XII. & In all second shift KVs where total sections from class I to X arrive at 60 or above.
2	Head Master/Head Mistress	1	KV having 02 sections each in class I to X.	Total 10 sections or more from class I to V.
3	Assistant Section Officer	1	KV having 03 sections each in class I to X.	There should be at least 30 sections or more from class-I to X and also KV have highest class-X or XI/XII i.e. KV may have or may not have class-XI and XII.
4	Senior Secretariat Assistant	1	At the time of opening of KV having one section in class I to V.	At the time of opening of KV having one section in class I to V. (No change)
		2	KV having 05 sections each in class I to X.	There should be at least 50 sections or more from class-I to X and also KV have highest class-X or XI/XII i.e. KV may have or may not have class-XI and XII.
5	Junior Secretariat Assistant	1	At the time of opening of KV having one section in class I to V.	At the time of opening of KV having one section in class I to V. (No change)
		2	KV having 04 sections each in class I to X	There should be at least 40 sections or more from class-I to X and also KV have highest class-X or XI/XII i.e. KV may have or may not have class-XI and XII.

(Signature)
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Sub-staff			
Existing Provision		Amended Provision	
Post	Condition		
Sub-staff (Lab)- 0 Sub-staff)-5	At the time of opening of KV having one section in class-I to V and continues to the KVs Class-I to VIII-1 section)	Case-I: If highest class is X the following table will be followed:	
Sub-staff (Lab)- 1 Sub-staff)-5	Class I to IX & X: 01 section	Number of sub-staff	Total number of sections from class-I to X
Sub-staff (Lab)- 3 Sub-staff)-6	Class I to X: 01 section and introduction of one section in science.	5	10
Sub-staff (Lab)- 1 Sub-staff)-6	Class I to X: 01 section and introduction of one section in Commerce and Humanities.	6	20
		7	30
		8	40
Sub-staff (Lab)- 3 Sub-staff)-7	Class I to X: 02 section and introduction of one section in science & Com.	9	50
		10	60
Sub-staff (Lab)- 3 Sub-staff)-8	Class I to X: 03 section and introduction of one section in science or one section Science, Com. and Hum..	And	
Sub-staff (Lab)- 1 Sub-staff)-8	Class I to X: 03 section and introduction of one section in Com. & Hum.	One sub-staff (lab) to be sanctioned in case of KV has at least one section in class-IX or X.	
Sub-staff (Lab)- 3 Sub-staff)-9	Class I to X: 04 section and introduction of 02-section in Sc. And one section Com. & Hum.	Case-II: If highest class is XI/XII then:	
Sub-staff (Lab)- 3 Sub-staff)-10	Class I to X: 05 section and introduction of 02-section in Sc. & Hum and one section Com. Or with 02-section in Sc. & Com. and one section Hum.	03 sub-staff (lab) in such KVs where at least one section in Science stream available.	
		Sub-staff to be calculated as per table below:	
Sub-staff (Lab)- 3 Sub-staff)-11	Class I to X: 06 section and introduction of 03-section in Sc., 02 sec. in Com. & 1 section in Hum.	Number of sub-staff	Total number of sections from class-I to X
		6	10
		7	20
		8	30
		9	40
		10	50
		11	60

(Signature)