OFFICE ORDER

Commissioner, KVS has pleased to set up a Public Relation Cell at KVS(Hqrs) New Delhi wef 24.05.12.

Smt. Shyamali Mitra, Section Officer and Shri Vijay Kumar Malik Assistant are hereby posted at newly opened Public Relation Cell

The new cell will be functioning with effect from 24.05.12. Accordingly Smt. Shyamali Mitra Section Officer, Estt-III Section and Shri Vijay Kumar Malik Assistant, Admn-I Section are directed to take up the charge of PR Cell with immediate effect.

Necessary arrangement will be made by S&S Section.

The timings & description of work of the newly opened cell has already been circulated vide order No. 11063/1/2012/KVS(HQ)/Estt-III dated 18.5.12 A copy of which is enclosed for ready reference.

This issues with the approval of the Commissioner, KVS.

(Ms Neelam)
Assistant Commissioner (Admn)/(Estt)

Distribution:
2. Sh. Vijay Kumar Malik, Assistant, Admn-I Section.
3. SO (S&S) with a request to make suitable arrangement of a room near the outgate of KVS(Hqrs.)
4. PS to Commissioner, KVS (Hqrs).
5. PS to Additional Commissioner (Admn) KVS(Hqrs)/ Additional Commissioner (Acad) KVS(Hqrs).
6. The Joint Commissioner (Admn) with reference to office order No. 11063/1/2012/KVS(HQ)/Estt-III dated 18.5.12.
7. The Deputy Commissioner, All Regional Offices/ The Director, All ZIETS KVS.
8. Guard file
The Deputy Commissioner
All Regional Offices

Subject: Setting up of a Public Relation Cell at KVS[HQ]

Sir/ Madam,

It is to inform you that a Public Relation Cell at KVS[HQ] has been set up at KVS[HQ] with immediate effect for effective handling and monitoring of the representations of the persons visiting KVS[HQ]. In this connection it has been decided that the scheduled timing for the visitors to meet and submit their representations to the SO/In-charge PR Cell has been fixed from 10 AM to 12 noon wherein a written representation of the visitors will be received/collected by the PR Cell and arrangement will be made to provide the reply/status position will be handed over to the applicants at the PR Cell itself from 4-5 PM on that day. No visitor will be allowed to meet any other officer of KVS[HQ] unless felt extremely necessary.

Accordingly, the Deputy Commissioners of all the Regional Offices and ZIETs are requested to notify all the Kendriya Vidyalayas under their control and also to put up the contents of this letter on their respective website. The Principals of the Vidyalayas may also be directed to display the instructions on their website/notice board for maximum awareness amongst the various stakeholders of the Sangathan so that the visitors to KVS[HQ] is appropriately informed.

Yours faithfully,

[Signature]

JOINT COMMISSIONER [ADMN]