DIRECTORATE OF EDUCATION  
ROOM NO. 11- A, VKS BRANCH  
OLD SECRETARIAT: DELHI-110054 

F. DE/31/VKS/37/2010/ 4506-5205  
Dated: 28-11-10

CIRCULAR

Subject: Reconstitution of VKS for the year 2011-12

It has been decided to reconstitute Vidyalaya Kalyan Samitis for the year 2011-12. All the Head of Schools who are convener of VKS are requested to fill the VKS proforma available on the MIS Module of this department. While filling up the proforma, the following points are to be kept in mind:

1. The Convener will collect the names of Chairman and Vice-Chairman from RWA on their letterhead. If no RWA is functioning it will be specifically mentioned and alternative names for Chairman and Vice-Chairman shall be forwarded.
2. Names of two Govt. Nominees may please be collected from Hon'ble area MLA.
3. One name of NGO representative with designation may be collected from NGO. If there is no NGO in the area then the name of representative from NGO supplying Mid Day Meal may please be collected.
4. Duly filled proforma must be accompanied with the following documents:
   a. The letter from area MLA.
   b. The letter from NGO.
   c. The letter from RWA.
   After filling the complete information in the proforma on line, the HOS of concerned school will submit the hard copy along with supporting documents as mentioned above from Sl.No. 1 to 4 along with print proforma and will submit it to concerned EO/DEO.
5. The Concerned EO/DEO will check the proforma submitted by the schools under their Zone and shall countersign each proforma.

6. It will be the responsibility of the DDE to ensure that all the proforma (Zone wise) duly filled and countersigned by the E.O./D.E.O. must reach the VKS Branch latest by 15-12-2010 for obtaining the approval of the Bhagidari Cell, Office of the Chief Minister within time period.

7. There were some instances in past where proforma related to VKS remained pending with EO/DEO and VKS could not be formed in those schools because of this lapse. All E.O./D.E.O are requested to be careful in this regard.

8. A book on guidelines for VKS including BaLA may be obtained from this branch, if required.

All VKS (Convener) 

(V.C. PACHAURI)  
A.D.E. (VKS)
Copy to:
1. P.S. to Secretary to Chief Minister.
2. P.S. to Minister of Education.
3. All RDs for necessary information.
4. All DDEs/EOs for information and monitoring for timely submission of Proforma.
5. O.S. (IT) for placing this circular on website of department.

[V.C. PACHAURI]
A.D.E. [VKS]