GOVT. OF NATIONAL CAPITAL TERRITORY OF DELHI
DIRECTORATE OF EDUCATION
ADDL. DIRECTOR OF EDUCATION (ACT/Voc./VKS)
OLD SECRETARIAT, DELHI-110054

No: F.DE/31/VKS/37/2010-Dated: 31/8/12

CIRCULAR

Subject: Reconstitution of VKS for the year 2012-13.

It has been decided to reconstitute Vidyalaya Kalyan Samiti for the year 2012-13. All the Head of Schools who are conveners of VKS are requested to fill the VKS proforma available on the MIS Module of the department. While filling up the proforma, the following points are to be kept in mind:-

1. The conveners will collect the names of Chairman and Vice-Chairman from RWA on their letter head. 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 MGO. 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 the concerned EO/DEO by 22nd Aug., 2012.
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 EO/DEO must reach the VKS Branch latest by 31st Aug., 2012 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 EOs/DEOs and VKS could not be formed in those schools because of this lapse. All EOs/DEOs are requested to be careful in this regard. All DDEs and EOs/DEOs shall submit a certificate that no VKS file is pending with their respective District and Zone.
8. A book on guidelines for VKS including BaLA may be obtained from the VKS Branch, if required.

This issues with the prior approval of the Secretary of Education.

(SHASI KAUSHAL)
SPL. DIRECTOR OF EDUCATION
All HOS/Convener

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3. PS to Secretary to Chief Minister,
4. PS to Minister of Education
5. All RDs for necessary information
6. All DDEs/Eos for information and monitoring & for timely submission of proforma
7. OS(IT) with the request to place this circular on website of Department of Education.

(SHASHI KAUSHAL)
SPL. DIRECTOR OF EDUCATION