



केन्द्रीय विद्यालय संगठन  
KENDRIYA VIDYALAYA SANGATHAN  
18 संस्थागत क्षेत्र, शहीद जीत सिंह मार्ग,  
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F.11029-9/2020-KVS(HQ)/(Admn-I)/ 724

Date 23.12.2020

The Deputy Commissioner/ Director  
Kendriya Vidyalaya Sangathan  
All Regional Offices/ ZIETs.

**Sub: Clarification on regularization of absence during COVID-19 epidemic lockdown period-regarding.**

Madam/Sir,

With a view to adopt a uniform interim procedure over the employees of Kendriya Vidyalaya Sangathan the approval of the Commissioner, KVS is hereby conveyed to regularize the absence during COVID-19 epidemic period as per the following measures:-

S. No.	Situations	The period of absence to be treated as
01	An employee remained in HQ but could not attend office due to lockdown, disruption of public transport or being in containment zone.	To be considered as on duty.
02	An employee who worked from home due to co-morbidities (e.g. diabetes, hypertension, asthma, etc.) or underlying medical conditions as per Central/ State Govt. instructions.	
03	The employee who did not join the Vidyalaya on re-opening day after Summer Vacation due to lockdown, disruption of public transport.	

04	i) An employee, who could not attend office and <b>working</b> from home/online, despite his/her name, is figuring in the roster and no underlying medical conditions.	If informed to the controlling authority, to be treated as on duty after permission of cadre controlling authority. Otherwise to treat the period as absent/Leave as per normal leave rules.
	ii) An employee could not attend the office and <b>not working</b> from home/online, despite his/her name, is figuring in the roster and no underlying medical conditions.	To treat the period as absent/Leave as per normal leave rules.
05	An employee was asked to remain in quarantine on return from outstation duty.	Special Casual leave (SCL) to be sanctioned by respective leave sanctioning authority.
06	An employee remained in quarantine due to Central/State Govt. instructions. An employee who reached the station but were in the quarantine for 14 days as per the requirement of State Govt./ controlling authority.	
07	An employee who was advised by Medical Authority to remain in quarantine/treatment for "N" number of days.	
08	An employee has left the Hqrs without permission and later informed the office that he/she is not able to reach back to office due to lockdown.	
09	An employee stayed at home as a precautionary measure due to adverse health conditions / Aarogya Setu etc. as per extent guidelines of Government of India in this regard.	
10	An employee who remained in quarantine as a precaution in a case when his or her family member staying with the employee was tested positive.	

11	An employee who was in HQ but did not turn up for duty on being called although his/her family member or self were not tested positive.	He/she has to apply leave due, otherwise EOL to be sanctioned for the period & pay may be decided as per normal rules.
12	How the employees with co-morbidities, pregnant women and differently abled employees will be treated if worked from home or are working from home during COVID-19 pandemic.	Such employees with co-morbidities (e.g. diabetes, hypertension, asthma, etc.), pregnant women and differently abled employees will be treated as on duty and transport allowance will be regularized as per DOPT OM dated 01.12.2020 circulated vide KVS(HQ) letter no. F.110239/51/2020/Budget/KVS(HQ)/2196 dated 04.12.2020.

This may be circulated among all Kendriya Vidyalayas functioning under your Administrative jurisdiction for compliance and obtain signature of the teaching and non-teaching employees, as a token of having seen the instructions.

Hindi version follows.

Yours faithfully,



**(Dr. E. Prabhakar)**

**Joint Commissioner (Admn./Pers.)**

Encl: As above

Copy to:

1. EA/PS to Commissioner, KVS.
2. PS to Addl. Commissioner (Acad/Admn.).
3. Deputy Commissioner (EDP) with the request to upload the circular on KVS website.
4. Assistant Commissioner, (Estt.-I/Estt.-II/III) KVS(HQ) New Delhi for similar action.
5. All Officer/Sections, KVS(HQ) New Delhi.
6. Principal KV Moscow, Kathmandu and Tehran.
7. General Secretary/President, KVS recognized Staff Associations.

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