

केन्द्रीय विद्यालय संगठन  
क्षेत्रीय कार्यालय, भुवनेश्वर  
प्रगति विहार कालोनी, मंचेश्वर  
भुवनेश्वर-751 017  
वेब साइट- www.kvsrobbbs.org



KENDRIYA VIDYALAYA SANGATHAN  
REGIONAL OFFICE, BHUBANESWAR

Pragati Vihar colony, Mancheswar  
Bhubaneswar-751 017

E-MAIL ID: ackvssbbsr@gmail.com  
admnrbbbsr@gmail.com

GRAM:KEVISANG/फ़ैक्स/Fax: (0674)2748355 दुरभाष/Phone:0674-2748355/2748366/2748977/2748277

No.F.15029/8/2014-KVS(BBS) / 17407 - 456  
To

Dated : -12-2014

**SPEED POST**

05-01-2015

The Principal,  
All Kendriya Vidyalaya,  
Bhubaneswar Region.

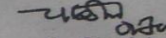
Sub.: Advisory note on Safety and Security in the school premises.

Sir/Madam,

The extract of the KVS(Hqrs.) letter No.F.11029/16/2014-KVS/Acad/Student safety/AEO(P)/660-664 dated 19/12/2014 received from the Joint Commissioner(Trg.), addressed to the DC, KVS, All Regional Offices on the above subject is given below. CCTV must be installed at all vantage points especially at the entry gate, boundary wall, isolated areas and corridors. A strict vigil may also be enforced regarding the entry of strangers in the School campus must ensure that there should be only a single entry/exit point at all times or at least during the entry and exit of the children. The security agency working in the school may be warned about the conduct of the guards employed by them. The main gate should remain locked and entry of parents/visitors should be permitted only through the small door during the school hours. Entry of visitors may also be restricted and parents and other visitors may be allowed only after verifying their photo identity cards viz., Voter ID, Aadhar Card, Pan Card, ID issued by a Govt. Office.

Action taken report may be sent to this office through e.mail latest by 10<sup>th</sup> January, 2015 positively for compilation and onward transmission to the KVS(HQ), New Delhi

Yours Truly,

  
(L. Chari )  
Deputy Commissioner

Copy to :

The Joint Commissioner(Trg.), KVS(Hqrs.), New Delhi – for favour of his kind information with reference to his letter cited above.

Deputy Commissioner

Extract of the KVS(HQ) Letter No.F.11029/16/2014-KVS/Acad/Student safety/AEO(P)/660-664 dated 19/12/2014 addressed to the DC, KVS, All R.O.s regarding An advisory note on Saety and Security in the school premises.

It is imperative that the safety and security of the students should be prime concern of schools. The following immediate measures are required to be taken up by all the Kendriya Vidyalayas in order to further beef up the existing security mechanism in the schools :-

1. CCTV must be installed at all vantage points especially at the entry gate, boundary wall, isolated areas and corridors.
2. All the Vidyalayas must ensure that there should be only a single entry/exit point at all times or at least during the entry and exit of the children.
3. The main gate, should remain locked and entry for parents/visitors should be permitted only through the small door during the school hours. Entry of visitors may also be restricted and parents and other visitors may be allowed only after verifying their photo identity cards viz., Voter ID, Aadhar Card, Pan Card, ID issued by a Govt. Office.
4. Vidyalayas must also ensure that no unknown person(s) loiter in and around the school premises. Movement of persons found frequently around the school premises also needs monitoring.
5. Vehicles of outsiders must not be permitted in the school premises.
6. It may be ensured that no vendors or hawkers are permitted in the vicinity of the school.
7. Principal of the school should issue photo identity cards to school canteen personnel and other service providers as a measure of caution to ensure that only authorised people are allowed in the school premises.
8. The students may be counselled not to accept anything from strangers and keep away from them.
9. Principal/Vice Principal/HM must take rounds in the school premises regularly and the security of the school has to be periodically reviewed.

-02-

10. Principals should approach the local police and seek surveillance arrangement from them. They may also be requested to create awareness among the students by organizing mock drills. Apart from the above immediate measures, the following steps also need to be initiated by all the schools :-

1. All Schools must ensure that the school boundary wall is raised high, wherever required, with barbed wire fencing.
2. Security services must be employed from organisation of good repute which employs professionals.

The above instructions may be conveyed to all the Vidyalayas for immediate and strict compliance. An action taken report in respect of all the Kendriya Vidyalayas of the region should reach the undersigned by 12<sup>th</sup> January, 2015.