



केन्द्रीय विद्यालय संगठन (मुख्यालय)

Kendriya Vidyalaya Sangathan

18, संस्थागत क्षेत्र, शहीद जीत सिंह मार्ग

18, Institutional Area Shaheed Jeet Singh Marg,

नई दिल्ली/New Delhi-110016

दूरभाष/Tele: 26858570

वेबसाइट/Website: www.kvsangathan.nic.in

F.1-1/2019/KVS(HQ)/Estt-II

Dated: 14.06.2019

The Deputy Commissioner/Director,
Kendriya Vidyalaya Sangathan,
Regional Offices/ZIETs

MOST IMPORTANT

Subject: Invitation of Online Transfer Applications from Teaching employees upto PGT and Non-teaching employees upto Assistant Section Officer for consideration of Annual Transfer 2019 - reg.

Madam/Sir,

With regard to the subject cited above, KVS hereby invites transfer applications from the employees of KVS for Annual Transfer 2019 as per the schedule enclosed herewith. In this context following points are to be taken into care of:-

A). GENERATION OF USER ID AND PASSWORD OF EMPLOYEE

1. The Controlling Officer i.e. Principal/Deputy Commissioner/Director ZIET & Assistant Commissioner (Estt.2/3) has to visit the link 'KVS Online Transfer Application 2019' available on KVS website i.e. www.kvsangathan.nic.in on home page. Thereafter, they will click on 'Register' and fill all the necessary entries to get registered themselves as a unit. On successful registration, they will get login credentials on their registered email-id. They can login into the portal again with this new password received through e-mail. The Controlling Officer are required to fill details of all employees working in their Vidyalaya/office by clicking on the option 'Add employee' and then add employee of their vidyalaya/office one by one to generate their individual passwords. For the employees, User ID shall be exclusively their employee code mentioned in the list of employee codes supplied by the KVS (HQ) & Password shall be given by their controlling officer. In case, any employee forgot his/her password, he/she can contact his/her controlling officer to get it again.

2. KVS is sending an email which contains Transfer Guidelines 2018, Calendar of Activities for Annual Transfer 2019, a printable format of transfer application, user manuals for Principal and employees for their ready reference. The Controlling Officers must communicate confidential Password to every employee. All instructions required to fill up the online transfer application are also available on the transfer portal.

B). PROCEDURE TO FILL ONLINE TRANSFER APPLICATION

1. Employees are at liberty to fill their transfer application online from any location but time schedule should be strictly followed. Nobody shall be allowed to submit his/her application after due date. All Controlling Officers/employees are requested to go through the KVS Transfer Guidelines 2018 (unchanged) before starting the process of filling the online transfer application. This is mandatory for every employee to fill Online Transfer application except PART-C of transfer application which is meant for those employees who are seeking request transfer in 2019 & are also eligible for seeking request transfer as per transfer guidelines 2018.

C). VERIFICATION OF TRANSFER APPLICATION BY CONTROLLING OFFICER

1. The Controlling officers are required to start verification of online transfer application submitted by the employees at their end as soon as they start to receive transfer applications on their dashboard. Each and every entry in the transfer application should be carefully examined and verified from the service records of the employees. The Controlling officers are required to tick (✓) the 'Mandatory Declaration' by the Principal/controlling officer given on the last page of the transfer application. **If, later on, it is found that undue benefit has been allowed to an employee or due benefit has been ignored then the responsibility lies with the controlling officer and KVS will take disciplinary action against such defaulters.**

2. The Controlling Officer will save a copy of transfer application of the employee after approving it and send this copy to employee on personal e-mail for reference. **No request for any change in transfer application or correction/cancellation shall be entertained by the KVS (HQ) once transfer application is submitted.** The individual concerned and Controlling Officer should exercise utmost caution and vigilance while filling/approving the transfer application.

3. All disputes/issues raised by the employees shall be settled by the Controlling Officer before approving their transfer applications. Transfer Counts and Displacement Counts of every employee should be carefully checked and calculated by the controlling officer before approving the transfer application. Once transfer application is approved by the controlling officer after that no editing/modification shall be allowed and the application will automatically changed into **Read-only format** after approval.

4. In case of those employees who are on **long leave** or out of country during this period and not able to fill their transfer application, in such a situation Principal/controlling officer shall fill the **Part A and B (Mandatory Part)** of the Transfer application except para 10 (A), (B), (C) and 11 of Part A.

5. Practice of uploading Medical Certificate/Spouse Declaration/Children Disability Certificate and Undertaking for Exemption from displacement on the basis of child studying in board class i.e. Xth and XIIth alongwith the transfer application has been discontinued from last year. Employees are required to fill information in the transfer application regarding these fields and original certificates shall be submitted to the controlling officer and for verification of their claim. **No any certificate shall be uploaded alongwith the transfer application by the employee.**

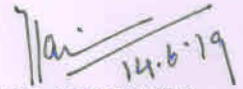
6. Tentative vacancies will be made available on the KVS website & Transfer portal for the reference of employees but it must be noted by them that **these vacancies are tentative** and may change at any time without any prior intimation. **Transfers orders are normally generated on the basis of the vacancies existing on the first day of the month in which transfer orders are issued.**

7. Every Regional Office will depute an Assistant Commissioner/any other suitable official as a liaison officer for annual transfer process 2019 and his/her name, designation, mobile no. and email ID has to be circulated to all Vidyalayas in the region for any assistance and the same should be forwarded to KVS HQ also.

Deputy Commissioners are requested to monitor the process of filling online transfer applications on day to day basis in respect of their respective regions and issue the necessary directions to the Vidyalayas in this regard if required.

A link to access the Transfer Portal for filling online transfer application will be available on the homepage of the website of KVS (HQ) i.e. www.kvsangathan.nic.in and will be activated w.e.f. **25.06.2019 (Tuesday)**. Any correspondence with regard to the annual transfer process 2019 should be made on e-mail ID - kvsannualtransfer2019@gmail.com only.

Yours faithfully,



(SAURABH JAIN)
Additional Commissioner (Admn.)

Enclosures:

1. KVS Transfer Guidelines 2018.
2. Calendar of activities for annual transfer 2019.
3. Printable format of transfer application.
4. User Manuals for Principal and employees.
5. Subject Codes and Post Codes.
6. List of Zone Codes, Region Codes, Station Codes and KV Codes.

Copy to:

1. All Principals of KVs through respective regional offices for necessary action.
2. General Secy., KVPSS/ AIKVTA/ KEVINTSA for information.