



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:
26855532 फ़ैक्स/Fax: 011-26514179
वेबसाइट / Website: www.kvsangathan.nic.in

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Date:- 26. 02.2014

The Deputy Commissioner
Kendriya Vidyalaya Sangathan
All Regional Offices

Sub:-Annual Transfer Process 2014-15.

Sir/Madam,

You all may be aware that notification for Annual Transfer Process 2014-15 has been issued on 20.02.2014 and also uploaded on KVS Website. It is noted that many discrepancies had been found in the application forms filled by the teachers/staff and data provided by Regional Offices to KVS HQ for transfer during 2013-14 which resulted in many complications. In order to avoid discrepancies in transfer process during 2014-15, all Deputy Commissioners may go through the above notification, guidelines; transfer applications etc carefully and brief officers of Regional Office and Principals under their control to do the same. Some changes/ modifications have been made in this year's application forms, which must be noted by one and all .

- This year's transfer application has been suitably amended, to get complete picture of earlier posting in Hard/Very Hard/NER stations.
- Codes & names of Kendriya Vidyalays/stations have been given in Column No 10 of application proforma .
- Column for last three postings on the current post has been prescribed.
- Signature of Principal & Officer(s) of Regional Office has been prescribed in addition to signature of employee.
- All these improvements have been made to ensure that teachers/ employees fill their applications correctly & further that the information filled by employees is duly checked & verified by Principals & officers of the Regional Offices.

Hence, all concerned must take utmost care to ensure that the database finally received at KVS HQs is accurate and error free. However, if negligence on the part of Principals & Officers of Regional Offices is noted later on, then strict disciplinary action will be taken against the defaulter.

The above may be brought to the notice of all.


(G.K.Srivastava)

Additional Commissioner (Admn.)

Copy to:

- Director ,ZIETs
- All Principals of Kendriya Vidyalayas.
- All staff of KVS
- KVS Website