

एतत् सर्वं पुण्यं अणुपुण्यं
केन्द्रीय विद्यालय संगठन

केन्द्रीय विद्यालय संगठन (मुख्यालय)
KENDRIYA VIDYALAYA SANGATHAN
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TOP PRIORITY/MOST URGENT

Dated: 06/04/2015

F.1-1/2015/KVS HQ (Estt-II)

The Deputy Commissioner,
Kendriya Vidyalaya Sangathan,
All Regional Offices/ZIET.

Sub: Annual transfers in respect of teaching and non-teaching staff up to the level of Assistants of Kendriya Vidyalaya Sangathan for the year 2015-2016 – applications regarding.

Madam/ Sir,

In pursuance of the new transfer guidelines which have come into force w.e.f. 01/04/2011 and as amended from time to time i.e. dated 21.12.2011/28.12.2012/03.10.2013/13.08.2014 and 13-03-2015 with due approval of BoG, KVS, applications are invited from teaching and non-teaching staff up to the level of Assistants of Kendriya Vidyalaya Sangathan **excluding** Principals, Vice-Principals and Officers viz. Section Officer and above for effecting annual transfers during the year 2015-16. All are eligible to apply against the tentative vacancies displayed in the KVS website. However an employee on initial posting on direct recruitment is normally barred from applying request transfer for one year in terms of the appointment order. Application form has been modified accordingly and instructions have been revised to that extent.

The eligibility date for calculation of transfer count and displacement count is 31.03.2015 except for NER (including Sikkim), A&N & Lakshdweep Islands, declared hard /very hard station it is **30-06-2015**.

Application forms are to be filled up in the prescribed form. Entries are to be carefully filled in to avoid future hassles. Employee should carefully indicate his/her choice against either 10A **OR** 10B of Part –A of the application form. In column 10A & 10B, the Name of KV/Name of Station must be filled by employees alongwith KV Code/Station Code. **The applications filled in for both Sl.No. 10A and 10B in part A of the application form will be summarily rejected.**

Part-A & Part–B of the Transfer Application Form are to be necessarily filled up by all the employees, whereas, Part-C is to be filled up by only such employee who desire to apply for request transfer either for Intra Station OR Inter Station.

A copy of the latest & up to date Transfer Guidelines, Transfer Application Form, instructions to fill-up a transfer application form and schedule of the activities are also enclosed herewith. You are requested to circulate the same to all schools under your control.

In case an employee is on leave or other-wise not available for any reasons, the Principal shall complete Part –A & B of the form and forward it to the Regional Office even without the signature of the employee concerned. In such cases 10-A & 10-B need not be filled up.

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2. PUBLICITY

There have been general complaints that the instructions accompanying application form are not made available to the applicants. It is made clear that the awareness of the instructions in proper perspective is necessary to fill up the application form without mistakes and with the correct code (s) wherever necessary. Transfer guidelines with amendments w.e.f. 01/04/2011 and the application form along with the instructions are available on KVS website. All Deputy Commissioners of the Regions/Principals of the Kendriya Vidyalayas will down load and arrange the sufficient number of copies for their staff. KVS (HQ) will not send any copy of the same.

3. HOW TO APPLY

- (i) All teaching and non-teaching employees are to mandatorily fill part –A of the application form.
- (ii) Eligible employees desirous of seeking transfer can prefer only one application in triplicate either for Intra Station or Inter Station in the prescribed format (Intra Station means within the station for specific KVs choices only within present station of posting OR for Inter Station i.e. outside the present Station) i.e. they can apply for either Intra Station OR Inter Station transfer and not for both.
- (iii) The applications must conform to the given format both in form and content.
- (iv) Medical Certificate in support of request on medical grounds and/ or declaration regarding employment of spouse are part of the application. They should be obtained/ recorded on the body of the form itself to avoid detachment.
 - a. Over-writing must be avoided.
 - b. Utmost care should be taken to fill up correct Employee Code No., KV code, station codes, KV names, station names and post code after careful reading of all the instructions in the prescribed columns, respectively. Wrong codes, even if filled inadvertently, may lead to wrong transfer/posting, which cannot be changed later on.
 - c. Each column of the application form to be filled as per the instructions to fill up a transfer application form.

4. CODE OF CONDUCT REGARDING CANVASSING OF NON-OFFICIAL /OUTSIDE INFLUENCE

Attention of all concerned is drawn to the provision of Article 59 (27) of Education code, provisions under Para 15 of Transfer Guidelines and Rule 20 of CCS (Conduct) Rules. The employee concerned be informed that any violation thereof shall render them liable for disciplinary action. Canvassing in any form, overt or covert, direct or indirect will automatically disqualify teacher/staff from being considered for transfer for one year and his/her name will be removed from the priority list of transfer and disciplinary action will be taken against the teacher as per the CCS (CCA) Rules, 1965. **As per Para- 15 of latest transfer guidelines, outside influence shall include representations from even spouse and family members/ relatives of KVS employees. Any representation / request regarding transfer not signed by employee himself/ herself shall not be considered and shall be summarily rejected.**

5. ENDORSEMENT:

- (i) The application and declaration wherever necessary must be signed by the employee himself/herself. Applications endorsed by spouse, parents etc for and on behalf of the employee are not acceptable and hence should not be forwarded. Medical Certificates must have the signature of Civil Surgeon/or equivalent.
- (ii) The forwarding note must be endorsed by the Principal with office stamp after satisfying himself / herself personally of the correctness of the entries made by the applicant. It has been observed that the details furnished by the applicants are not subjected to proper verification before endorsing the forwarding note. Therefore, the Principals are requested to pay their personal attention to ensure correctness of the entries, so that wrong information does not affect prioritization. **Any wrong information filled in by the applicants and counter signed by the Principal will attract disciplinary action against the individual as well as the counter signing authority. This may be taken with utmost seriousness. Principals and Officer(s) of Regional Offices must verify the correctness of entries in various parts of the Transfer Application and in token thereof they must sign on Transfer Application at the mentioned places.**



6. **CALENDAR OF ACTIVITIES FOR SUBMISSION OF APPLICATION AND ISSUE OF TRANSFER ORDERS ETC. –**

As per the Transfer Guidelines w.e.f. 01/04/2011 with amendments for Annual Transfers for the year 2015-2016, the time schedule given in the Calendar of Activities should be strictly adhered to since each activity is inter-linked with other.

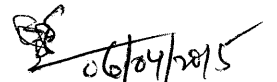
7. **LATE APPLICATION:**

Applications received after the stipulated dates mentioned in calendar of activities, will not be considered. The applicants and the Principals should, therefore, strictly adhere to the target dates. In order to avoid any rejection of application for want of correct information from the applicant and subsequent rectification at RO level, the applicants are requested to submit their transfer application forms well in time.

8. **OTHER IMPORTANT INSTRUCTIONS:**

- (a) **One copy of application form duly signed by the Principal is to be given to the applicant in the Vidyalaya. One copy is to be retained in the Vidyalaya and one copy to be sent to RO. Regional Offices shall retain the application for intra-station/inter station transfers for further necessary action at their end as per Transfer Guidelines. No application should be sent to KVS (HQ).**
- (b) **The Transfer Count/Displacement Count filled in the application form should be verified carefully both at Vidyalaya level and RO.**
- (c) **The entries filled in the application submitted by the applicant should be verified with utmost care. KV Name/Station Name in Column 10A/10B should match with KV Code/Station Code filled by the applicant.**
- (d) **No action will be taken on the requests of any employee for transfer henceforth i.e. soon after issue of this notification. The requests for transfer other than in prescribed form either endorsed directly/through proper channel himself/herself by the applicant or his/her family members or near relations will not be entertained and responded till the finalization of annual request transfer process of 2015-16 as per the Calendar of Activities, except in cases requiring special attention and routed through proper channel.**
- (e) **Any change in choice station/KVs for transfer and transfer/displacement count for different factors once preferred/claimed in transfer application form will not be allowed.**
- (f) **If any employee desires to cancel his/her transfer request due to change in circumstances, he/she may withdraw his/her Transfer Application at RO level before sending the final transfer data by RO to KVS (HQ) as per the Calendar of Activities. **Thereafter, transfers once effected will not be cancelled except in cases involving extreme human compassion on case to case basis.****
- (g) **The Article 71(A) of the Education Code for Kendriya Vidyalayas will also stand amended to the extent of amendment/revision issued vide F.11019/1/2011-KVSHQ(E-II) dated 21/12/2011, F1-1/2012-13/KVS HQ/E-II dated 28/12/2012, F.1-1/2014-15/KVS HQ/Estt.II dated 3.10.2013, F.11046/BOG/2014-KVSHQ(Estt.III) dated 13.08.2014 and dated 13-03-2015 with due approval of BoG, KVS.**
- (h) **All Deputy Commissioners are requested to check the KVS Website and their E-Mail regularly to complete the Annual Transfer process successfully.**

Yours faithfully,



(G.K.SRIVASTAVA)

ADDITIONAL COMMISSIONER (ADMN)

Copy to :

- 1) DC (EDP), KVS (HQ), New Delhi for uploading on KVS website.
- 2) All officers/ sections of KVS(HQ) for similar action.
- 3) All Principals of KVs with the direction to bring this to the notice of all teaching & non-teaching staff.