



F.11029/2016/KVS (HQ)/E-II/TP

Dated:-08-08-2016

The Principals  
All Kendriya Vidyalayas

**Urgent/ Time Bound**

**Subject : Invitation of online Transfer Applications for effecting transfers against No Taker Vacancies and Mutual Transfers - 2016 for Teaching employees upto PGTs and Non-Teaching upto Assistant.**

Madam/ Sir,

Online Transfer Applications are invited from all eligible and desirous teaching employees upto PGTs and non teaching employees upto Assistants for effecting transfers against No Taker Vacancies and Mutual Transfer for 2016. All employees who are eligible as per KVS Transfer Guidelines and intend to fill online transfer application for No Taker Vacancies or for Mutual Transfer should apply online as per the following instructions:-

1. These transfers will be effected in terms of para 11(f) and 11(g) of KVS Transfer Guidelines. Employees are instructed to check their eligibility before filling online transfer application.
2. An employee who has completed at least one year service in the present post at the present station as on **30-06-2016** can apply online for transfer under these categories.
3. Those employees who have already been transferred in 2016 are not eligible for applying online transfer under these categories.
4. An employee who is desirous to apply online will take a printout of application form and fill it manually for accuracy of data and completion of all fields. The form can be downloaded from the KVS transfer portal i.e. [www.kvsonlinetransfer.org](http://www.kvsonlinetransfer.org). On the basis of this manually filled form, he/she can fill online transfer application form with the help of the Principal.
5. All employees are instructed to go through the relevant provisions of KVS Transfer Guidelines before filling online transfer form.
6. An employee will fill online transfer application through the login ID of the Principal of the respective Kendriya Vidyalaya. Principals will facilitate all employees for this.
7. An employee can either apply for transfer against No Taker Vacancy or for a Mutual Transfer. He/She can't apply for both type of transfers at the same time.
8. An employee should go through the instructions for filling online transfer application before filling it. The instructions are available on the transfer portal.
9. Online transfer application will be available **with effect from 08-08-2016 to 11-08-2016 (Midnight)**.
10. Available tentative vacancies will be displayed on KVS transfer portal w.e.f. **09.08.2016 onwards**.
11. Principals will use User ID and Password which have already been provided by the KVS (HQ) at the time of Annual Transfer through respective Regional Offices. In case a Principal has forgotten / misplaced the password and User ID, he/ she can request to issue new password and User ID. Such request should be emailed at [ac.e2@kvsedu.org](mailto:ac.e2@kvsedu.org). Shri. S.S Chauhan, Assistant Commissioner (Estt), KVS, HQ may be contacted at 011- 26857036.
12. Principal of the vidyalaya will check and verify the transfer applications of the employee from service records and eligibility angle and then submit the same to the KVS (HQ) within due date online.

Principals are directed to bring the content of this letter in the notice of all employees of the vidyalaya and monitor the process of this online transfer application filling and make all necessary arrangements to complete this process. It is his/her duty to ensure that all eligible and desirous employees of his/her vidyalaya have filled their online transfer application form.

Yours faithfully

  
G. K. Srivastava

**Additional Commissioner (Admn.)**

**Copy to:-**

1. The Deputy Commissioner, all regional offices - for information and necessary action.
2. The Director, ZIETs - for information and necessary action.
3. The General Secretary, AIKVTA/ KVPSS/ KEVINSTA- for information.
4. KVS website