



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

F.1-1/2016/KVS HQ (Estt-II)

Dated: 22/04/2016

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

**Sub: Annual transfers in respect of teaching staff upto PGTs and non-teaching staff upto Assistants of Kendriya Vidyalaya Sangathan for the year 2016-2017 – applications regarding.**

**Madam/ Sir,**

Online Transfer applications are invited from teaching staff upto PGTs and non teaching staff upto Assistants as per KVS Transfer Guidelines effective from 2016. (**excluding** Principals, Vice-Principals and Officers viz. Section Officer and above) for effecting annual transfers during the year 2016-17. All are eligible to apply against the tentative vacancies displayed on the KVS website/KVS Transfer Portal i.e. [www.kvsonlinetransfer.org](http://www.kvsonlinetransfer.org). 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. KVS Transfer Guidelines for 2016-17 are attached herewith as **Annexure-I**

The eligibility date for calculation of transfer count and displacement count is **30.06.2016** for all employees working in all Kendriya Vidyalayas including NER, A&N & Lakshdweep Islands, declared hard /very hard stations in India.

**Transfer Application form is to be filled up online only as per the given time schedule.** 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.

**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 employees who desire to apply for request transfers either for Intra Station OR Inter Station.**

**In case an employee is on leave or other-wise not available for any reasons to fill up the Transfer Application Form, the Principal shall complete Part –A & B of the form and forward it to the Regional Office. In such cases column 10-A & 10-B of Part –A of the application need not be filled up.**

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In exceptional and rare cases where there is constant problem of Internet connectivity in a KV and teachers/ employees are unable to fill the transfer applications online, the concerned Principal/ Incharge Principal shall collect the manually filled transfer applications from all employees of the KV, scrutinize and verify the application, dispose off representation(s), if any finalize all the applications. Therefore, the Principal/ Incharge Principal will proceed to Regional Office concerned to fill up online transfer applications of his/ her KV employees from Regional Office under his/her approval. This process will be done with the prior approval of the Deputy Commissioner of the Region.

## **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 2016 and the application form along with the instructions are available on KVS website and KVS Transfer Portal i.e. [www.kvsonlinetransfer.org](http://www.kvsonlinetransfer.org). **A copy of this letter must be displayed on the Vidyalaya notice Board, Staff Room and in Library by the Principal. Latest Transfer Guidelines, Transfer Application Form, Calendar of Activities of Annual Transfer and Important Instructions for filling online transfer application are also attached as Annexures with this letter.**

## **3. HOW TO APPLY**

- i. **Transfer Applications are to be submitted online.** Detailed instructions in this regard are attached as **Annexure-II**. Transfer application form may be downloaded from KVS online transfer portal- [www.kvsonlinetransfer.org](http://www.kvsonlinetransfer.org). All employees are advised to first fill up their Transfer Application Form on a downloaded hard copy and thereafter fill up online transfer application form. This way online Transfer Application can be filled promptly with utmost accuracy.
- ii. Mutual Transfer and Transfer against No Taker Vacancy has been restored back w.e.f. 2016-17. Online applications will be submitted by the employees under these provisions after the completion of annual transfer and as per the schedule given in calendar of activities. Online transfer application form for those employees who are seeking mutual transfer and transfer against no taker vacancy will be available on KVS Online Transfer Portal according to the given timeline. The Principal/ DC / Director, ZIETs will also approve the Transfer Applications of the employees under their control in the light of provisions of Transfer Guidelines 2016.

## **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.**

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5. **ENDORSEMENT/ VERIFICATION/ DECLARATION/ CERTIFICATES OF PART D :**

- (i) All online Transfer Applications submitted by employees must be carefully scrutinized and verified by the Principal/ In-Charge Principal from Service Records/ Service Book and in token thereof the Principal/ In-Charge Principal must approve each and every Transfer Application before submitting it online to Regional Office. Similarly Deputy Commissioners in ROs, Director ZIETs and Assistant Commissioner (Estt), KVS(HQ) will sign and Transfer Applications of the employees under their administrative control.
- (ii) **Medical Certificates must have the signature of Civil Surgeon/or the Medical Officer of the equivalent rank. Medical Certificate is to be scanned and uploaded with the transfer application form. Standard format for the medical certificate is available with the KVS online transfer application form. This can be downloaded and duly filed up and signed by the appropriate medical authority.**
- (iii) Declaration for working spouse – Principal must Counter Sign the declaration before concerned employee uploaded it with Transfer Application Form. Format of this Certificate is also available on KVS website/ KVS Online Transfer Portal.

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

The Calendar of Activities for Annual Transfers 2016-17 is attached as **Annexure-III.**

7. **TRANSFER APPLICATION FORM:**

A copy of Transfer Application Form to be filled through online process is available on the KVS Transfer Portal i.e. [www.kvsonlinetransfer.org](http://www.kvsonlinetransfer.org) for download in the printable format. However, a copy of transfer application form is attached herewith as **Annexure-IV.**

8. **OTHER IMPORTANT INSTRUCTIONS:**

- (a) **The entries filled in the application submitted by the applicant should be verified with utmost care.**
- (b) **One copy of application form finalized and approved by the Principal is to be given to the applicant. One copy is to be retained in the Vidyalaya for record.**
- (c) **Request transfer once ordered by the KVS shall not be cancelled except due to administrative reasons.**
- (d) **The Article 71 of the Education Code for Kendriya Vidyalayas will also stand amended to the extent of amendments.**

Yours faithfully,



(G.K.SRIVASTAVA)

**ADDITIONAL COMMISSIONER (ADMN)**

**Encls: Annexure I to IV**

**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 KV's with the direction to bring this to the notice of all teaching & non-teaching staff by putting up these instructions on Vidyalaya's Notice Board, Staff Room and Libraries.