

**KENDRIYA VIDYALAYA SANGATHAN
18, INSTITUTIONAL AREA
SHAHEED JEET SINGH MARG
NEW DELHI -110016.**

F.1-1/2012-13/KVS HQ (Estt-II)

Dated: 02/01/2012

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

Sub: Annual request transfer in respect of teaching and non-teaching staff of Kendriya Vidyalayas for the year 2012-2013 – applications regarding.

Madam/ Sir,

In view of the new transfer guidelines which have come into force w.e.f. 01/04/2011, due to few amendments dated 21.12.2011 in the Transfer Guidelines, it has been decided to invite fresh applications from teaching and non-teaching staff of Vidyalayas, (**excluding** Principals, Vice-Principals and Officers viz. Section Officer and above) for effecting request transfers during the year 2012-13. All are eligible to apply, however an employee on initial posting on recruitment is normally barred from applying request transfer for three years in terms of the appointment order.

The eligibility date for calculation of transfer count and displacement count is 31.03.2012 except for those serving in NER (including Sikkim) A&N Islands, declared hard station/very hard station for whom it is **30-06-2012**. Application format has been modified and accordingly instructions have been revised to that extent. Hence those employees who had preferred applications for their request transfer in response to KVS (HQrs.) Circular Number F. 1-3/2006-2007/KVS(Estt.) dated 01.12.2010 are also requested to apply afresh in the new format for request transfers for 2012-2013, as the earlier applications do not conform to the present requirements and those will be rejected. It has to be ensured by the Principals.

Application forms are to be filled up in the prescribed format. 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. The applications filled in for both at Sl.No. 10A and 10B 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 employees who desire to apply for request transfer either for Intra Station or Inter Station.

A copy of the 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.

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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 teacher concerned. In such cases 10-A & 10-B need not be filled up.

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. New transfer guidelines with amendments w.e.f. 01/04/2011 and the application format along with the instructions are available on KVS website. All Deputy Commissioners of the Regions will down load the same and will get printed sufficient number of copies to be sent to Kendriya Vidyalayas under their Region. KVS (HQ) will not send any copy of the same.

3. HOW TO APPLY

- (i) Eligible employees desirous of seeking transfer can prefer only one application (in triplicate either for Intra Station or Inter Station) in the prescribed format (either for Intra Station i.e. within the station for specific KVs choices only within present station of posting or for Inter Station i.e. out side the Station) i.e. they can apply for either Intra Station or Inter Station transfer and not for both.
- (ii) The applications must conform to the given format both in form and content.
- (iii) 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.
- (iv) Over-writing must be avoided.
- (v) Utmost care should be taken to fill up correct Employee Code No., KV code and Station codes 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.
- (vi) 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 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 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.

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.

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- (ii) The forwarding note must be endorsed by the Principal 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 duly 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.

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

As per the New Transfer Guidelines w.e.f. 01/04/2011 with amendments for Annual Request Transfers for the year 2012-2013. The time schedule given in the Calendar of Activities should be strictly adhered to since each activity is inter-linked with other.

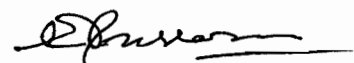
7. LATE APPLICATION:

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) 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). One copy of application form duly signed by the Principal is to be given to the applicant in the Vidyalaya.
- (b) The Transfer Count/Displacement Count filled in the application form should be verified carefully.
- (c) The entries filled in the application submitted by the applicant should be verified with utmost care. Special attention may be given for entries in Column Nos. 2, 10, 11(3).
- (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 format 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 2012-13 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) The Article viz. 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 and F1-1/2012-13/KVS HQ/E-II dated 21/12/2011.
- (g) All Deputy Commissioners are to check the KVS Website and their **E-Mail** regularly.

Yours faithfully,



(DR. E. PRABHAKAR)
JOINT COMMISSIONER (PERS.)