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F.1-1/2021/KVS(HQ)/Esst-II/1898-1933

Dated: 10.09.2021

The Deputy Commissioner/Director,
Kendriya Vidyalaya Sangathan,
Regional Offices/ZIETs

E-Mail
Most Important/Time Bound/Personal Attention

Subject: Invitation of Online Transfer Applications from Teaching employees up to PGT and Non-teaching employees up to Assistant Section Officer for consideration of Annual Transfer 2021 - reg.

Madam/Sir,

With regard to the subject cited above, KVS hereby invites Online Transfer Applications From the employees of KVS for Annual Transfer 2021 as per the Calendar of Activities for Annual Transfer 2021.

In this regard, the Transfer Guidelines 2021, Calendar of Activities for Annual Transfer 2021, a sample format of transfer application, user manuals for Principal and employees, TC/DC grievance redressal/discrepancy format etc. for ready reference are enclosed and is being sent. The Principal/Controlling officer must circulate all these documents to all employees working under his/her jurisdiction. All instructions and reference documents required to fill up the online transfer applications are also available on the transfer portal. In this context following points are to be taken into care of:-

A). GENERATION OF USER ID AND PASSWORD OF EMPLOYEE

1. The Controlling Officer i.e. Principal/Deputy Commissioner/Director ZIET & Assistant Commissioner (Estt.2/3) shall visit the link 'KVS Online Transfer Application 2021' available on KVS website i.e. www.kvsangathan.nic.in on home page. Thereafter, they will click on 'Register' and fill up all the necessary entries to get registered themselves as a unit. On successful registration, they will get login credentials on their registered email-id. They can login into the portal again with this new password received through e-mail.
2. The Controlling Officers are required to fill up details of all employees working in their respective Vidyalaya/office by clicking on the option 'Add Employee' and then add employee of their Vidyalaya/office one by one to generate their individual passwords. This password generated by the Controlling Officer is "Default Password". For the employees, User ID shall be exclusively their employee code mentioned in the list of employee codes supplied by the KVS (HQ) & Default Password shall be given by their controlling officer. The Controlling Officer should use the Employee Code issued by the KVS (HQ) ONLY while creating Employee User ID.
3. The Default Password generated by the controlling officer must be handed over individually to the concerned employee in sealed envelope to maintain its confidentiality.
4. In case, an employee forgets his/her "Default Password", he/she can contact his/her controlling officer to get it again. However, the employee has option to reset his default password. But, once the default password is reset by the employee, he/she should remember the new reset password. As the reset password can not be retrieved by the KVS HQ/ Principal/ Controlling Officer. Therefore, utmost care must be taken by the concerned employee.

5. In case, Vidyalayas are closed due to Holiday or any other reasons, it is the duty of the controlling officer to inform the employees (in writing/e-mail/telephonic message etc.) to ensure filling of their transfer applications after communicating them their User ID and passwords mandatorily. They shall keep the record of the same communication for future reference.

B). PROCEDURE TO FILL ONLINE TRANSFER APPLICATION

1. Employees are at liberty to fill up their transfer application online from any location but time schedule should be strictly followed. Nobody shall be allowed to submit his/her application after due date. All Controlling Officers/employees are requested to go through the KVS Transfer Guidelines 2021 carefully before starting the process of filling the online transfer application. **It is mandatory for every employee to fill Online Transfer application except PART-C of transfer application form which is meant for those employees who are eligible for seeking request transfer and wants to apply for the same as per transfer guidelines 2021.**
2. Before final submission of the online application by the employee it must be ensured that the employee has filled up all required fields and has checked and re-checked the correctness of all entries as filled in, and he/she has got fully confirmed that as per the transfer guidelines-2021, the total Displacement Count (DC)/ Transfer Count (TC) is/are correct which gets displayed in the respective column/field of the Displacement Count/Transfer Count in the online application. The same Displacement Count (DC)/ Transfer Count (TC) should be noted down for reference in future. The employee is advised to save/print a copy of his submitted transfer application for future reference.
3. It must be noted that once online application form is submitted by employee, it can not be edited/modified and will turn in to "Read-Only" document for him/her and the same will appear in the dashboard of controlling officer.
4. As the correctness of the information being filled in the Transfer Application Form has to be ensured by an employee, therefore, once orders generated on the basis of information submitted, will not be modified/cancelled later under any circumstances.

C). VERIFICATION OF TRANSFER APPLICATION BY CONTROLLING OFFICER

1. The Controlling officers are required to start verification of online transfer application submitted by the employees at their end as soon as they start to receive transfer applications on their dashboard and they should not wait for last date as given in the time schedule. The correctness of each and every entry filled by the employees in the transfer application should be examined carefully and be verified from the service records of the employees concerned.
2. The Controlling officer will calculate the Displacement Count (DC)/ Transfer Count (TC) of every employee on the basis of the service records of the employee concerned before approving his/her transfer application form.
3. The Controlling officer will circulate the above DC/TC to the concerned employee under his control, in case, any discrepancies; should be rectified at the level of the Controlling Officer before final submission of the same to the KVS HQ dashboard. Transfer orders generated based on the incorrect data submitted by the employee, will be cancelled and action shall be taken against those employees.
4. The Controlling Officer will save a copy of transfer application of every employee after approving it and provide its copy to employee on personal e-mail or any suitable means for reference. **No request for any change in transfer application for correction/cancellation shall be entertained by the KVS (HQ) once transfer application is submitted.** The individual employee concerned and Controlling Officer should exercise utmost caution and vigilance while filling/approving the transfer application.



5. All disputes/issues raised by the employees shall be settled by the Controlling Officer before approving their transfer applications. Transfer Counts and Displacement Counts of every employee should be carefully checked and calculated by the controlling officer before approving the transfer application. Once transfer application is approved by the controlling officer after that no editing/modification shall be allowed and the application will automatically changed into **Read-only** format after approval.
6. The Controlling officers are required to tick (✓) the 'Mandatory Declaration' by the Principal/controlling officer as given in the last page of the transfer application. If, on later stage, it is found that undue benefit has been allowed to an employee or due benefit has been ignored then the responsibility will be fixed with the Controlling officer and KVS will take disciplinary action against such defaulters.
7. In case of those employees who are on long leave or out of country during the scheduled period and not able to fill their transfer application, in such a situation Principal/Controlling officer shall fill the Part A and B (Mandatory Part) of the Transfer application except Para 10 (A), (B), (C) of Part A. However, Controlling officer may fill the options for KV/station under Para 10(A), (B), (C), Para 11 of Part A and Part C of transfer application if the same has been communicated in writing by the concerned employee. Every employee who is on the roll of KVS as on date shall fill up online transfer application form, but Part (C) which deals with the Request Transfer are to be filled only by those employees who are eligible to apply for the request transfer in 2021 as per KVS transfer guidelines.
8. The practice has already been discontinued pertaining to uploading of Medical Certificate/ Spouse Declaration/ dependent Children Disability Certificate/ or main care-giver to the person with disability in the family and undertaking for exemption from displacement on the basis of child studying in board class (i.e. 10th and 12th) or any other certificate/undertaking, alongwith the transfer application form being submitted online. Hence, employees are required to give information in the online transfer application form regarding these fields. And therefore, Original Certificates shall be submitted to the Principal/Controlling officer and he/she will verify and retain the same in office after allowing the benefits to the employees. No certificate shall be uploaded alongwith the transfer application form by the employee.

D). GENERAL INSTRUCTIONS:

1. Tentative vacancies will be made available on the KVS website & Transfer portal for the reference of employees but it must be noted by them that these vacancies are tentative and may change at any time without any prior intimation. Transfers orders are normally generated on the basis of the vacancies existing on the date of issue of transfer orders.
2. The tentative Transfer Count (TC)/Displacement Count (DC), shall be displayed as per the Schedule attached, in case, any grievances/discrepancies pertaining to TC/DC, the employee concerned can submit the same in the prescribed format (attached) through the Principal/Controlling officer only, within the stipulated time limit (as per the attached schedule) in the dedicated mail I.D. kvstransfer2021@gmail.com. As soon as the grievances/discrepancies are received from the employee concerned, the Principal/Controlling officer will forward the same to the KVS HQ in the above prescribed format, after due examination/verification in the above mentioned dedicated e-mail i.d. In this regard the grievances/discrepancies submitted either directly by an employee to the KVS HQ or in any other e-mail i.d./or by post/or any other modes/or any other format, will not be entertained.
3. Every Regional Office will depute an Assistant Commissioner/any other suitable official as a liaison officer for annual transfer process 2021 and his/her name, designation, mobile no. and email ID has to be circulated to all Vidyalayas in the region for any assistance and the same should be forwarded to KVS HQ also.

Deputy Commissioners are requested to monitor the process of filling online transfer applications on day to day basis in respect of their regions and issue the necessary directions to the Vidyalayas in this regard, if required.



A link to access the Transfer Portal for filling online transfer application will be available on the homepage of the website of KVS (HQ) i.e. www.kvsangathan.nic.in and will be activated w.e.f. dated 11.09.2021. Any correspondence with regard to the annual transfer process 2021 should be made on the dedicated e-mail ID kvstransfer2021@gmail.com only.

This issues with the approval of competent authority.

This must be given Top Priority.

Hindi version of this letter and Transfer Guidelines is being sent separately.

Yours faithfully,



(Dr. E. PRABHAKAR)

JOINT COMMISSIONER (ADMN./PERS.)

Enclosures:

1. KVS Transfer Guidelines 2021.
2. Calendar of activities for annual transfer 2021.
3. TC/DC grievance/discrepancy redressal format.
4. Sample format of transfer application.
5. User manuals for Principal/Controlling Officer and employees.
6. Subject Codes and Post Codes.
7. List of Region Codes, Station Codes and KV Codes.

Copy to:

1. All Principals of KVs through respective regional offices for necessary action.
2. Dy. Commissioner (Acad./EDP) with the request to upload this letter on KVS website.
3. General Secy., AIKVTA/ KEVINTSA/ KVPSS for information.