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Dated 01/05/2014

The Dy. Commissioner,
Kendriya Vidyalaya Sangathan,
All Regional Offices.

Subject:-Furnishing of correct transfer data for the year 2014-15

Madam/Sir,

It has been observed from the transfer data of previous years i.e.2013-14 that most of the regional offices are not adhered to the instructions given at the time of inviting application for transfer which leads many complications in the process of transfers effected as per the transfer guidelines during the year. Accordingly a team of officers of KVS(HQ) visited few regional offices in order to thoroughly check the data of the employees who have applied for their transfer (Intra and Inter Station) for the year 2014-15.

On checking of the data being fed in these offices by the officers deputed for the purpose, it has been noticed, that application forms for transfer of employees of KVs working under the jurisdiction of the Regional offices are being processed/fed in computer programme as per the calendar of activities for 2014-15. However, on sample checking of some applications it has been found that data fed are correct but a few discrepancies have been noticed under the Columns of post code, information pertaining to below 40 years employees and details of last 03 transfers. To correct the data feeding at RO level the instructions already issued at the time of inviting transfer applications for the year 2014-15 may be adhere to strictly.

Now, therefore, it is requested again to ensure correctness of transfer data and no field is left blank before providing the soft copy of transfer data of 2014-15 to KVS(HQ), so that process of transfer for the year 2014-15 may be completed error free by the KVS(HQ) as per the calendar of activities prescribed in the transfer guidelines. The wrong transfer issued due to incorrect data received from your regional office will be viewed seriously.

This issues with the approval of competent authority KVS.

Yours faithfully,

(Jahan Singh)
Asstt. Commissioner (Estt.)