KENDRYIA VIDYALAYA SANGATHAN (HQ) NEW DELHI

(A) Important Instructions for the KVS employees for filling ONLINE Transfer Application - 2017-18

1. As per the notification, KVS invites Transfer applications of its Teaching employees upto PGTs and Non-Teaching employees upto Assistant Section Officers through **ONLINE** for the year 2017-18 for annual transfer.

2. First of all, every employee is required to login with his/her **Employee code as User Id and One-Time Password (OTP)** provided by the Principal/DC/Director ZIET/ AC (HQ) in **KVS Transfer Portal/URL** i.e. **http://61.0.172.136/TransferManager** for the submission of ONLINE Transfer Application. On the first login, individual must change his/her password and re-set a new password. This User Id and Password must be kept carefully in the safe personal custody of the employee so that the same cannot be misused by anyone else. KVS transfer portal can be accessed at **URL** i.e. **http://61.0.172.136/TransferManager** directly or through the link given at homepage of KVS HQ website i.e. **www.kvsangathan.nic.in**.

3. Every Teaching employee up to PGT and Non-Teaching employee up to Assistant Section Officer is **mandatorily required to fill the PART "A" & "B"** of the Online Transfer Application.

4. **PART "C"** of the transfer application is only applicable to those employees who are seeking request transfer and eligible for applying request transfer as per transfer guidelines.

5. **PART "D"** of the transfer application form is for furnishing the information and certificates with regard to working of Spouse and cases of medical ground. The employee who claims benefit of transfer under these categories, they must furnish these certificates in the prescribed formats. The scanned copy of the Medical certificate issued by the competent authority/ Declaration of working of Spouse must be uploaded in the specified box provided for this purpose. The original certificates should be submitted invariably in the office of controlling officer for the verification and authentication of transfer application.

6. Every employee is expected to go through the Transfer guidelines for 2017 thoroughly and Instructions issued in this regard before filling the Transfer application ONLINE. Any error committed by the employee or carelessness shown by him/her, may cost to his/her position and cause embarrassment to the KVS also.

7. Facility for printing or saving of transfer application form submitted online has not been enabled so far. It will be made available soon. An intimation in this regard will be sent to all employees.

8. Adherence to the time limits prescribed for the every stage of this online process is compulsory. Once the given time limit is over, then no body shall be allowed to edit or modify the data of the transfer application thereafter. **An employee can save the filled data of online transfer application and later**

on he/she can change it before final submission. Transfer Application should be submitted finally by the employee when he is fully satisfied with the correctness of all entries.

9. If any employee gives false & misleading information in the transfer application to seek personal benefits, then, it shall be treated a willful misconduct of the employee and he/she shall be liable to be punished as per the rules.

10. If any employee comes across with a problem to submit Online Transfer Application or he/she has any query in this regard, he/she must contact his/her controlling officer to resolve the issue. Employee should not be engaged in communication with Regional Office or KVS (HQ) directly. The controlling officer will take up the issue at the RO/ HQ level, if need be.

11. KVS strives to maintain equitable distribution of its employees across all locations to ensure efficient functioning of organization and optimize job satisfaction amongst employees. Transfer to a desired location cannot be claimed as a matter of right.

12. KVS transfer portal will remain accessible for 24 hours. Employee can submit his/her application within the specified schedule as per his/her convenience. **(Please see calendar of activities for schedule)**

13. Every employee who is on the roll of KVS as on **30.06.2017** must fill this online application compulsorily. However, employees who are not eligible for seeking request transfer or do not wish to apply for request transfer will need not to fill the **Part C** of the transfer application.

14. This transfer application is very comprehensive and has been designed to capture detail information desirable for other administrative purposes at KVS (HQ) apart from transfers. Therefore, employees are requested to go through the format of online transfer application available on the portal before filling online transfer application.

15. Employees should not be panicky if they encountered with any technical problem regarding submission of online transfer application. Team KVS will resolve all such issues without any hustle and bustle. They only need to report such issues to their controlling officer immediately.

16. **It must be noted by all employees that if any employee gets request transfer at one of the desired station filled by him/her in the transfer application, then he/she shall not be considered for request transfer for next 10 years. Therefore, all are advised to give their choices for stations for request transfer very carefully and only such stations where they are willing to go and serve for 10 years.**

17. KVS displays available tentative vacancies in KVS across the country for the reference of employees who are applying for request transfers. However, these vacancies are tentative and may increase or decrease at any time due to various reasons. However, transfer orders shall be issued on the basis of vacancies available on the day of issue of transfer orders.

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(B) Instructions for the Principal/DCs/ Director ZIETs for the Authentication and Verification of the Transfer Applications filled ONLINE by the employees of the KVs of the region/Regional Office/ ZIET:-

1. Every Principal, Deputy Commissioner & Director ZIET shall be provided with an **individual Id and One-Time Password (OTP)** by the KVS to Login the **KVS Transfer Portal/URL** i.e. **http://61.0.172.136/TransferManager.** On first login, they have to change their password and re-set a new password. This User Id and password must be kept in the safe & personal custody of the officer so that the same cannot be misused by anyone else. **OTPs will be communicated to all controlling officers through ROs in a confidential e-mail.**

2. In the case of employees posted in Vidyalayas, ROs, ZIETs & at KVS (HQ), Principal, Dy. Commissioner, Director ZIET & AC (Estt.II & III) are the controlling officers. They will ensure the correctness of the data submitted by the employee in online transfer application. After verification and authentication, they will submit the applications to onward. They are supposed to edit/ modify the data filled by the employee to ensure correctness.

3. Verification and Authentication of data filled by the employees in the Transfer Application must be carried out specifically in the lights of various provisions of the Transfer guidelines of 2017 and other related instructions therein. It must confirm both Text & Format of the Transfer Application.

4. Cases of the age under 40 years, Posting with Spouse/LTR/MDG/Widow/PH and disabled dependent child need special scrutiny and attention to avoid any discrepancy.

5. Completeness of transfer application in all aspects and Correctness of data filled in the application must be ensured personally by the Controlling Officers before onward submission to KVS (HQ) within the prescribed time limit.

6. Representation, if any received with regard to Transfer Application (TA) from any employee should be disposed of within the stipulated time. Controlling officer should save a copy of transfer application of all employees working under his control. A copy of printed transfer application certified by the controlling officer must be given to the employee for his/her reference under proper acknowledgement.

7. Principal in KV, Deputy Commissioner in Regional Office & Director in ZIET will provide necessary facilities, like adequate number of computers with internet connectivity for the employees to fill the online transfer application. However, an employee shall be at liberty to fill his/her transfer application from any place as per his/her convenience.

8. Data related to service & personal records of an employee need to be verified from the official records invariably by the Principal/DC/Director etc. Date of Birth of employee, whether he/she has already completed tenure in a Hard/NER/Very Hard stations, whether any exemption has been given to him/her by the KVS against displacement, APAR grades should be confirmed & checked carefully.

9. Tally of total employees posted in KVs and Regional Office of a particular region will be checked and certified by the regional office. The Director ZIET will also do the same in the case of employees of the ZIET.

10. It must be ensured by everyone associated with this process that transfer application is finally submitted error free and flawlessly. Many times, it has been experienced that mistakes committed by an individual or an official takes a long time to resolve & it costs heavily to the KVS in terms of wastage of energy, time, money and loss of other organizational interests.

11. KVS will provide assistance to all employees for filling online transfer application through their controlling officers from 9 AM to 9 PM for the specified period. Controlling officers can contact on **landline no. 011-26857036** installed in the office of Asstt. Commissioner (Estt.II & III).

12. All communications/correspondence should be made by the controlling officers on the dedicated e-mail ID for KVS Online Transfers i.e. **kvsonlinetransfer@gmail.com** only. Communication sent through other modes or through other e-mail IDs shall not be entertained. Queries regarding setting of passwords, availability of employee code etc. should be communicated by this e-mail ID.