



केन्द्रीय विद्यालय संगठन (मुख्यालय)
Kendriya Vidyalaya Sangathan
18, संस्थागत क्षेत्र, शहीद जीत सिंह मार्ग
18, Institutional Area Shaheed Jeet Singh Marg,
नई दिल्ली/New Delhi-110016
दूरभाष/Tele: 26858570
वेब/Website: www.kvsangathan.nic.in

MOST IMPORTANT

F.1-1/2018/KVS(HQ)/Estt-II

Dated: 7.07.2018

**NOTICE- REGARDING MODIFICATION/CANCELLATION OF TRANSFER ORDER ISSUED DURING
ANNUAL TRANSFER 2018**

This is to inform all teaching and non-teaching employees of Kendriya Vidyalaya Sangathan that KVS has issued transfer orders of 5 phases of annual transfer 2018 on 07.07.2018 and transfer order of last phase will be issued shortly. It has been experienced during the past years that as soon as transfer orders are issued by the KVS, many employee rush to the KVS (HQ) for modification/cancellation of transfer or to request transfer etc. which hampers the routine work of the KVS (HQ) due to the large number of visitors every day. Keeping in the view this experience, it has been decided by the KVS that if an employee wants to represent his/her case, he/she should submit representation through Principal/Dy. Commissioner/Director in the prescribed format within prescribed dates on dedicated e-mail ID i.e. kvsannualtransfer2018@gmail.com. KVS will receive all such representations only through this e-mail ID and after examining all these representations, KVS will dispose of them as early as possible. **It should be noted by all that there is no system of first come and first serve. There is no need to approach KVS (HQ) and to meet personally to narrate your problem. Representation submitted by the employee is sufficient to look into the matter. Hard copy of the representation should not be send to KVS (HQ). It should be retained in the office.**

1. Dates for submission of representation to KVS (HQ) : 10.07.2018 to 20.07.2018
2. E-mail ID for sending representations by : kvsannualtransfer2018@gmail.com
Principal/DC / Director

ASSISTANT COMMISSIONER (ESTT.II/III)

KENDRIYA VIDYALAYA

**APPLICATION FOR MODIFICATION/CANCELLATION/CORRECTION/REQUEST
TRANSFER ETC. FOR ANNUAL TRANSFER 2018**

Name of Employee :
Designation :
Employee Code :
Present KV :

**SUBJECT : MODIFICATION/ CANCELLATION/ CORRECTION/ REQUEST
TRANSFER (TICK WHICHEVER IS APPLICABLE)**

KINDLY WRITE YOUR REQUEST IN BRIEF

RECOMMENDATION OF PRINCIPAL/DY. COMMISSIONER/ DIRECTOR (IN BRIEF) :

SIGNATURE OF FORWARDING OFFICE

SIGNATURE OF APPLICANT

DATE :

DATE :

(NOTE: PLEASE DO NOT ATTACH ANY DOCUMENT(S) ALONGWITH THIS APPLICATION.)