



केन्द्रीय विद्यालय संगठन

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

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वेब/Website: [www.kvsangathan.nic.in](http://www.kvsangathan.nic.in)

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### **NOTICE FOR ONLINE TRANSFER APPLICATION**

1. All employees of KVS are informed that the new URL for applying online transfer application for annual transfer 2017-18 is **<http://61.0.172.143/>**. They can login directly on this URL or through the link 'KVS Online Transfer Application' provided on the homepage of the KVS HQ website i.e. **[www.kvsangathan.nic.in](http://www.kvsangathan.nic.in)**. **If any employee has submitted his/her application on previous URL, he/she should submit a fresh application on this new URL.**

2. Follow these steps for filling online transfer application:

**Login through default password (OTP) ⇒ Reset Password ⇒**  
**Login with New Password ⇒ Click on Modules ⇒**  
**Click on HRM ⇒ Click on Transfer Request under Transfer Tab.**

3. **The New Password should not exceed 08 characters. KINDLY NOTE DOWN THE NEW PASSWORD FOR FURTHER REFERENCE.**

4. Before filling Online Transfer Application, employee must go through Transfer Guidelines 2017 and Instructions issued for filling up Online Transfer Application.

5. **Sl. No. 3 of Part B of Application** regarding completion of tenure at Hard Station. Those who have completed tenure at Hard/Very Hard/NER station will choose **'Yes'** then fill details of tenure. Those who have not completed will choose **'No'**.

**ASSISTANT COMMISSIONER (ESTT.II/III)**