



केन्द्रीय विद्यालय संगठन (मुख्यालय)
KENDRIYA VIDYALAYA SANGATHAN
18, संस्थागत क्षेत्र, शहीद जीत सिंह मार्ग
18, Institutional Area Shaheed Jeet Singh Marg,
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SPEED POST/E-Mail

TIME BOUND
PERSONAL ATTENTION

F.No.11046/SUR/2017-18/KVS(HQ)/Estt-II

Dated: 17.03.2017

The Deputy Commissioner
Kendriya Vidyalaya Sangathan,
All Regional Offices

Sub: Proposal for redeployment of excess staff in Kendriya Vidyalayas over and above the sanctioned staff strength for the year 2017-18.

Madam/Sir,

I am to invite your kind attention to Paras 5(a) and 7 of the transfer guidelines effective from 01.04.2011 as amended from time to time, which pertains to liquidation of surplus situation of the staff by transferring on administrative ground on redeployment. Please note that as per Para 7 of the transfer guidelines, administrative transfer under Para 5(a) shall be effected in the decreasing order of displacement count of employees holding a post at a station to the extent to eliminate surplus staff. Such staff shall be accommodated against clear vacancies as on 01.04.2017. It is further informed that as per the calendar of activities, these administrative transfers to eliminate surplus staff are to be issued in the beginning of the session 2017-18 to ensure optimum utilization of available staff.

You are, therefore, directed to initiate action immediately to determine the Vidyalaya-wise/station-wise surplus staff taking into account the sanction of posts in different cadres for the year 2017-18. Further you are directed to furnish the details of surplus staff that need to be redeployed by KVS(HQ) **positively by 24.03.2017** through E-mail followed by post in the proformae – 'A' & 'B' prescribed in the annexure. It may be noted that proforma 'A' is meant for showing Vidyalaya level surplus data whereas proforma 'B' is meant for station level surplus data. While sending the details of surplus staff, provisions contained in Clause 5(a) and 7 of the transfer guidelines must be taken into consideration.

The vacancy position of all categories of posts as on 01.04.2017 may also be furnished in the enclosed proforma 'C' in excel sheet through e-mail i.e. kvs_e2@yahoo.co.in & so.estt2@kvsedu.org.

This is time-bound and any delay in the matter will be viewed very seriously.

Yours faithfully,

(G.K.SRIVASTAVA)
ADDITIONAL COMMISSIONER (ADMN)

KVS R.O. _____

PROFORMA 'A'

PROPOSAL FOR REDEPLOYMENT OF EXCESS TO THE REQUIREMENT OF STAFF IN KENDRIYA VIDYALAYAS AGAINST SANCTION OF STAFF STRENGTH FOR THE YEAR 2017-18 (AT VIDYALAYA LEVEL)

S.No.	Name	Post	Subject	M/F	Date of Birth (dd/mm/yyyy)	KV Where working	KV Code	Shift	Date of appointment in the present post in KVS (dd/mm/yyyy)	Date from which continuously working at the present station & present post	Displacement Count of the employee as per application form 2016-17	Preference (Five Choices) with Station code or KV code.
1	2	3	4	5	6	7	8	9	10	11	12	13

NOTE: Teacher/staff with highest Displacement Count & thereafter in decreasing order of Displacement Count are to be shown in this proforma, if there is any surplus in any category. In case of no surplus in any category, this proforma will show 'Nil' report.

PROFORMA - C

KVS REGIONAL OFFICE:**VACANCY POSITION AS ON 01/04/2017 (TEACHING & NON-TEACHING)**

S. No.	Post	Subject	Name of KV	Stn Code	KV Code	Shift	No. of clear vacancies	Remarks
1	2	3		5	6	7	8	9

Note: This proforma is to be filled up post/subject wise only. For different posts/subjects different sheets in the same format are to be filled up