



केन्द्रीय विद्यालय संगठन

केन्द्रीय विद्यालय संगठन (मुख्यालय)  
KENDRIYA VIDYALAYA SANGATHAN  
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**(MOST URGENT/TIME BOUND)**

Date: 17.07.2017

F.No. 11029/2017/KVS(HQ)/E-II

To,  
The Deputy Commissioners,  
Kendriya Vidyalaya Sangathan,  
All Regional Offices/ ZIETs

**Subject : Confirmation of submission of online transfer applications by the KVS employees by 18.07.2017 - reg.**

Sir/Madam,

With regard to the subject cited above, this is to inform that KVS has already extended last date for submission of online transfer applications by the KVS employees upto 18.07.2017. All employees of KVS who were on the roll of KVS on 30.06.2017 are required to submit online transfer application mandatorily.

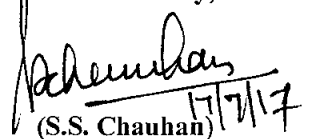
It is desired by the competent authority that Dy. Commissioner of the region must ensure that all employees are able to submit online transfer applications. It must be ascertained that in all KVs there are internet connectivity and all other required gadgets available to the employees to submit online transfer application. If need be, suitable arrangement may be made by the regional office to facilitate the process of online submission of transfer application within the stipulated time.

It must be ensured by all Regional Offices/ZIETs that no employee is left out for submission of online transfer application. **Provisions regarding exemption on ground of children appearing in class X and XII and having disabled child have been given in the certification part of the controlling officer i.e. Principal/Dy. Commissioner/Director, ZIET/AC (Estt.). The concerned employee needs to inform controlling officer in this regard in writing. The controlling officer has to certify the claim of the employee during the authentication of transfer application.**

It has been noticed that many regional offices and KVs under their jurisdiction have submitted incomplete or wrong data of employees in the Employee Master due to which many employees are not able to login into the transfer portal and repeatedly calling telephonically. KVS HQ had issued clear instructions in this regard, but many regional offices and principals acted in a very irresponsible manner. **It is once again reiterated that if any employee is still left out and not able to login into KVS Transfer Portal due to missing of his/her name in the employee master, such cases should be forwarded to KVS (HQ) invariably in the compiled form in prescribed format by 05.00 PM on 17.07.2017 by the Regional Office only, failing which the responsibility will be the concerned regional office .**

A confirmation report in this regard must reach in this office by 2.00 PM on 18.07.2017 for kind perusal of the competent authority of the KVS. This report may be sent on [kvsonlinetransfer@gmail.com](mailto:kvsonlinetransfer@gmail.com).

Yours faithfully,

  
(S.S. Chauhan) 17/7/17

Asstt. Commissioner (Estt.)