



केन्द्रीय विद्यालय संगठन / KENDRIYA VIDYALAYA SANGATHAN

18, संस्थागत क्षेत्र , शहीद जीत सिंह मार्ग / 18 INSTITUTIONAL AREA, SHAHEED JEET SINGH MARG

नई दिल्ली-110016 / NEW DELHI-110016

F.No. 11-E-II046/2/2023-ESTT-II/ Part1-A-2-II-(A)-b)(i) & (ii)-Administrative grounds

DATE : : 04/08/2023

स्थानांतरण आदेश/TRANSFER ORDER

केविसं की स्थानांतरण नीति 2023 के Part - 1 – A के पैरा 2 (II) (A) b) (i) & (ii) के अंतर्गत दुर्गम/ पूर्वोत्तर स्टेशन में अपना कार्यकाल पूर्ण करने वाले कर्मचारियों को समायोजित करने हेतु विस्थापन आधार पर स्थानांतरण करने का प्रावधान है। तदनुसार, निम्नलिखित कर्मचारियों का स्थानांतरण प्रशासनिक आधार पर किया जाता है। निम्नलिखित कर्मचारी केविसं के नियमानुसार स्थानांतरण सम्बन्धी लाभ के हकदार होंगे

In terms of para 2 (II) (A) b) (i) & (ii) of Part - 1 – A of the KVS Transfer Policy 2023 which inter-alia provides transfer of employees on Displacement to accommodate the employees who have completed their tenures in Hard/NER station. Accordingly, transfer of the following employees is ordered on administrative grounds. They are entitled for all Transfer benefits as per KVS rules

SL.NO	EMPLOYEE CODE	EMPLOYEE NAME	POST	SUBJECT	REGION CODE	STATION CODE	KV CODE	KV NAME	SHIFT	REGION CODE	STATION CODE	KV CODE	KV NAME	SHIFT
					-----TRANSFERRED FROM-----					-----TRANSFERRED TO-----				
1	29889	PREM SINGH KURVETI	HEAD MASTER OR MISTRESS	NOT APPLICABLE	12	290	1545	KENDRIYA VIDYALAYA BALAGHAT	0	12	55	1098	KENDRIYA VIDYALAYA WCL BARKUHI	0
2	30087	SANTOSH KUMAR VERMA	HEAD MASTER OR MISTRESS	NOT APPLICABLE	29	291	1547	KENDRIYA VIDYALAYA DURG	0	29	315	1583	KENDRIYA VIDYALAYA NO.2 RAIPUR	0

यह आदेश केविसं के सक्षम प्राधिकारी के अनुमोदन से जारी किए जाते हैं।/ This issues with the approval of the Competent Authority of KVS

(दीपक कुमार डबराल)

(Deepak Kumar Dabral)

सहायक आयुक्त (स्था -II/III)

Assistant Commissioner (Estt.II/III)

वितरण/Distribution:-

1.संबंधित कर्मचारी/ The Individual concerned.

2.संबंधित प्राचार्य को इन निर्देशों के साथ कि वे संबंधित कर्मचारी को तत्काल कार्यमुक्त करें। उन्हें यह भी निर्देशित किया जाता है कि वे संबंधित कर्मचारी को कार्यमुक्त करने/ कार्यभार ग्रहण करने संबंधी जानकारी अपने क्षेत्रीय कार्यालय को शीघ्र दें।

The Principal concerned with the direction to relieve the employee immediately. They are also directed to intimate to RO concerned about relieving/joining of the employee

3. उपायुक्त, केविसं, संबंधित क्षेत्रीय कार्यालय को सूचना एवं आवश्यक कार्रवाई हेतु।

Deputy Commissioner, KVS RO concerned for information and necessary action

4.संबंधित क्षेत्रीय कार्यालय के वित्त अधिकारी को आवश्यक कार्रवाई हेतु।

Finance Officer of the region concerned for necessary action

5. गार्ड फाइल / Guard File



केन्द्रीय विद्यालय संगठन / KENDRIYA VIDYALAYA SANGATHAN

18, संस्थागत क्षेत्र , शहीद जीत सिंह मार्ग / 18 INSTITUTIONAL AREA, SHAHEED JEET SINGH MARG

नई दिल्ली-110016 / NEW DELHI-110016

F.No. 11-E-II046/2/2023-ESTT-II/ Part1-A-2-II-(A)-a)-Administrative grounds

DATE : : 04/08/2023

स्थानांतरण आदेश/TRANSFER ORDER

केविसं की स्थानांतरण नीति 2023 के Part - 1 – A के पैरा 2 (II) (A) a) के अंतर्गत स्टेशनों में निर्धारित कार्यकाल पूर्ण करने के उपरांत अथवा DFP/MDG/LTR के अंतर्गत आने वाले मामलों में उपलब्ध रिक्त पदों पर कर्मचारियों का स्थानांतरण करने का प्रावधान है। तदनुसार, निम्नलिखित कर्मचारियों का स्थानांतरण प्रशासनिक आधार पर किया जाता है। निम्नलिखित कर्मचारी केविसं के नियमानुसार स्थानांतरण सम्बन्धी लाभ के हकदार होंगे। बशर्ते उन्होंने निर्धारित कार्यकाल पूर्ण कर लिया हो।

In terms of para 2 (II) (A) a) of Part - 1 – A of the KVS Transfer Policy 2023 which inter-alia provides transfer of employees who have completed tenure or cases covered under DFP/MDG/ LTR to Stations having vacancies. Accordingly, transfer of the following employees is ordered on administrative grounds. They are entitled for all Transfer benefits as per KVS rules subject to completion of prescribed tenure

SL.NO	EMPLOYEE CODE	EMPLOYEE NAME	POST	SUBJECT	REGION CODE	STATION CODE	KV CODE	KV NAME	SHIFT	REGION CODE	STATION CODE	KV CODE	KV NAME	SHIFT
					-----TRANSFERRED FROM-----					-----TRANSFERRED TO-----				
1	23914	KAILASH CHANDRA BUNKAR	HEAD MASTER OR MISTRESS	NOT APPLICABLE	9	239	1409	KENDRIYA VIDYALAYA NO.1 DELHI CANTT.	2	32	545	1416	KENDRIYA VIDYALAYA NO.3 FARIDABAD	0
2	4383	R PADMAVATHI	HEAD MASTER OR MISTRESS	NOT APPLICABLE	16	422	1775	KENDRIYA VIDYALAYA IIT CHENNAI	0	16	586	1778	KENDRIYA VIDYALAYA NO.1 AFS TAMBARAM	0
3	38567	SUNITA TRIPATHY	HEAD MASTER OR MISTRESS	NOT APPLICABLE	5	135	1218	KENDRIYA VIDYALAYA ONGC PANVEL	0	1	3	1009	KENDRIYA VIDYALAYA NO.3 AFS BARODA	0
4	40225	SANJAY KUMAR RAJU	HEAD MASTER OR MISTRESS	NOT APPLICABLE	17	474	1849	KENDRIYA VIDYALAYA SONPUR	0	17	468	1842	KENDRIYA VIDYALAYA NO.1 KANKARBAGH PATNA	1

SL.NO	EMPLOYEE CODE	EMPLOYEE NAME	POST	SUBJECT	REGION CODE	STATION CODE	KV CODE	KV NAME	SHIFT	REGION CODE	STATION CODE	KV CODE	KV NAME	SHIFT
					I-----TRANSFERRED FROM-----I					I-----TRANSFERRED TO-----I				
5	12407	HEMRAJ NAVAL	HEAD MASTER OR MISTRESS	NOT APPLICABLE	1	1	1002	KENDRIYA VIDYALAYA NO.2 AHMEDABAD CANTT.	0	1	17	1032	KENDRIYA VIDYALAYA ONGC MEHSANA	0
6	35734	MAHESH PRASAD SAH	HEAD MASTER OR MISTRESS	NOT APPLICABLE	6	142	1246	KENDRIYA VIDYALAYA CLW CHITTARANJAN	0	28	604	2073	KENDRIYA VIDYALAYA JAMTARA	0
7	26418	DEEPTI PITHWAL	HEAD MASTER OR MISTRESS	NOT APPLICABLE	9	239	1437	KENDRIYA VIDYALAYA SEC-2 R.K.PURAM	2	32	241	1454	KENDRIYA VIDYALAYA NSG MANESAR	0
8	15528	BHARAT KUMAR DHOTE	HEAD MASTER OR MISTRESS	NOT APPLICABLE	3	81	1134	KENDRIYA VIDYALAYA WCL SARNI	0	3	714	2201	KENDRIYA VIDYALAYA BETUL	0
9	53512	RABINDRA KUMAR JHANKAR	HEAD MASTER OR MISTRESS	NOT APPLICABLE	6	156	1255	KENDRIYA VIDYALAYA HASIMARA	0	25	93	2232	KENDRIYA VIDYALAYA NO.5 KALINGA NAGAR	0
10	53595	KAMAL NARAYAN SONI	HEAD MASTER OR MISTRESS	NOT APPLICABLE	29	301	1564	KENDRIYA VIDYALAYA JAGDALPUR	0	29	291	1547	KENDRIYA VIDYALAYA DURG	0
11	50564	CHITRASEN THAKRE	HEAD MASTER OR MISTRESS	NOT APPLICABLE	12	55	1098	KENDRIYA VIDYALAYA WCL BARKUHI	0	12	290	1545	KENDRIYA VIDYALAYA BALAGHAT	0
12	50116	DIBYA SWARUP MOHANTY	HEAD MASTER OR MISTRESS	NOT APPLICABLE	4	101	1161	KENDRIYA VIDYALAYA INS CHILKA	0	25	93	2233	KENDRIYA VIDYALAYA NO.6 POKHARIPUT	0
13	38987	PRITI SACHDEVA	HEAD MASTER OR MISTRESS	NOT APPLICABLE	5	35	1070	KENDRIYA VIDYALAYA NO.2 VASCO-DA-GAMA	0	5	135	1215	KENDRIYA VIDYALAYA INS HAMLAKA	0
14	39688	PARUL GOYAL	HEAD MASTER OR MISTRESS	NOT APPLICABLE	9	239	1409	KENDRIYA VIDYALAYA NO.1	1	8	227	1388	KENDRIYA VIDYALAYA	0

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					-----TRANSFERRED FROM-----					-----TRANSFERRED TO-----				
			MISTRESS					DELHI CANTT.					PITHORAGARH	
15	51572	YAMINI BATRA	HEAD MASTER OR MISTRESS	NOT APPLICABLE	9	239	1426	KENDRIYA VIDYALAYA LAWRENCE ROAD KESHAVPURAM	1	26	242	1455	KENDRIYA VIDYALAYA MURAD NAGAR	0
16	43043	BRAJ BHUSHAN MAURYA	HEAD MASTER OR MISTRESS	NOT APPLICABLE	30	394	1712	KENDRIYA VIDYALAYA NEW CANTT. PRAYAGRAJ	1	15	410	1748	KENDRIYA VIDYALAYA AFS MEMAURA LUCKNOW	0
17	27469	SAROJ KUMAR VERMA	HEAD MASTER OR MISTRESS	NOT APPLICABLE	15	410	1744	KENDRIYA VIDYALAYA ALIGANJ LUCKNOW	2	8	210	1360	KENDRIYA VIDYALAYA IMA DEHRADUN	0
18	4771	HIMANI BALI	HEAD MASTER OR MISTRESS	NOT APPLICABLE	12	300	1563	KENDRIYA VIDYALAYA OF KHAMARIA	0	3	52	1091	KENDRIYA VIDYALAYA BAIRAGARH	0
19	4548	JAIBALA PRAKASH	HEAD MASTER OR MISTRESS	NOT APPLICABLE	9	239	1417	KENDRIYA VIDYALAYA GOLE MARKET	2	2	27	1044	KENDRIYA VIDYALAYA ASC BENGALURU	0
20	32953	ANAND PARKASH	HEAD MASTER OR MISTRESS	NOT APPLICABLE	32	245	1458	KENDRIYA VIDYALAYA REWARI	0	32	734	2235	KENDRIYA VIDYALAYA BHAKLI	0
21	29965	ROMA GLORIA MAHAPATRA	HEAD MASTER OR MISTRESS	NOT APPLICABLE	29	291	1546	KENDRIYA VIDYALAYA BHILAI	0	29	299	1555	KENDRIYA VIDYALAYA DUNGARGARH	0
22	19271	VEENA DEVI SHARMA	HEAD MASTER OR MISTRESS	NOT APPLICABLE	7	177	1311	KENDRIYA VIDYALAYA FARIDKOT	0	7	538	1321	KENDRIYA VIDYALAYA NO.1 RCF HUSSAINPUR	0
23	31736	MAHESH KUMAR BUNKAR	HEAD MASTER OR MISTRESS	NOT APPLICABLE	13	324	1596	KENDRIYA VIDYALAYA ITARANA	0	13	338	1613	KENDRIYA VIDYALAYA NO.2 JAIPUR CANTT.	0

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24	11642	BIPIN KUMAR MISHRA	HEAD MASTER OR MISTRESS	NOT APPLICABLE	28	116	1179	KENDRIYA VIDYALAYA RAMGARH CANTT.	0	28	114	1175	KENDRIYA VIDYALAYA PATRATU	0
25	19110	ANIL KUMARI GATHANIA	HEAD MASTER OR MISTRESS	NOT APPLICABLE	32	363	1658	KENDRIYA VIDYALAYA BANIKHET	0	32	180	1316	KENDRIYA VIDYALAYA HAMIRPUR	0
26	14448	MAHALAXMI P MURGOD	HEAD MASTER OR MISTRESS	NOT APPLICABLE	2	39	1074	KENDRIYA VIDYALAYA DHARWAD	0	2	28	2116	KENDRIYA VIDYALAYA NO.3 MACHHE BELAGAVI	0
27	18831	RUPINDERJEET KAUR	HEAD MASTER OR MISTRESS	NOT APPLICABLE	7	373	1671	KENDRIYA VIDYALAYA NO.3 JALANDHAR CANTT.	0	23	175	1302	KENDRIYA VIDYALAYA NO.2 3BRD CHANDIGARH	0
28	100027	TANUSHREE SARKAR CHATTERJEE	HEAD MASTER OR MISTRESS	NOT APPLICABLE	6	146	1242	KENDRIYA VIDYALAYA NO.1 BINNAGURI CANTT.	0	22	160	1266	KENDRIYA VIDYALAYA BALLYGUNGE	0
29	32056	KAMLA VERMA	HEAD MASTER OR MISTRESS	NOT APPLICABLE	13	331	1603	KENDRIYA VIDYALAYA BHARATPUR	0	13	338	1616	KENDRIYA VIDYALAYA NO.5 MANSAROVER JAIPUR	1
30	36563	SUSMITA BANDOPADHYAY	HEAD MASTER OR MISTRESS	NOT APPLICABLE	24	44	1083	KENDRIYA VIDYALAYA MYSURU	0	2	27	1053	KENDRIYA VIDYALAYA MG RAILWAY BENGALURU	0
31	7949	SANJU SUNDI	HEAD MASTER OR MISTRESS	NOT APPLICABLE	23	175	1301	KENDRIYA VIDYALAYA SEC-29 OCF CHANDIGARH	0	32	170	1293	KENDRIYA VIDYALAYA NO.4 AMBALA CANTT.	0
32	23870	VANDANA DIXIT	HEAD MASTER OR MISTRESS	NOT APPLICABLE	26	546	1422	KENDRIYA VIDYALAYA NO.2 HINDON	0	9	239	2397	DR. RAJENDRA PRASAD KENDRIYA VIDYALAYA (PE)	0

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					I-----TRANSFERRED FROM-----I					I-----TRANSFERRED TO-----I				
33	25133	MAMTA SINGH	HEAD MASTER OR MISTRESS	NOT APPLICABLE	26	546	1421	KENDRIYA VIDYALAYA NO.1 HINDON	0	9	239	1438	KENDRIYA VIDYALAYA SEC-4 R.K.PURAM	0
34	19264	RACHNA TYAGI	HEAD MASTER OR MISTRESS	NOT APPLICABLE	9	239	1423	KENDRIYA VIDYALAYA INA COLONY	0	26	546	1422	KENDRIYA VIDYALAYA NO.2 HINDON	0
35	47429	SURYAKANTA SINGH	HEAD MASTER OR MISTRESS	NOT APPLICABLE	17	446	1816	KENDRIYA VIDYALAYA AFS BIHTA	0	17	468	1840	KENDRIYA VIDYALAYA DANAPUR CANTT.	1
36	38552	NAND KISHORE BALODI	HEAD MASTER OR MISTRESS	NOT APPLICABLE	9	239	1410	KENDRIYA VIDYALAYA NO.2 DELHI CANTT.	2	14	379	1685	KENDRIYA VIDYALAYA KISHTWAR	0
37	55981	ASHOK KUMAR	HEAD MASTER OR MISTRESS	NOT APPLICABLE	22	160	1274	KENDRIYA VIDYALAYA SANTRAGACHI	0	9	239	2102	KENDRIYA VIDYALAYA SEC-12 DWARKA	0
38	49067	DEVENDER KUMAR	HEAD MASTER OR MISTRESS	NOT APPLICABLE	7	354	1646	KENDRIYA VIDYALAYA NO.2 ADAMPUR	0	23	175	1301	KENDRIYA VIDYALAYA SEC-29 OCF CHANDIGARH	0
39	37430	RAJ KUMAR	HEAD MASTER OR MISTRESS	NOT APPLICABLE	15	409	1735	KENDRIYA VIDYALAYA NO.1 AFS CHAKERI KANPUR	0	15	417	1757	KENDRIYA VIDYALAYA UNNAO	0
40	31733	JITENDER KUMAR SINGH	HEAD MASTER OR MISTRESS	NOT APPLICABLE	26	546	1452	KENDRIYA VIDYALAYA GHAZIABAD	1	9	239	1442	KENDRIYA VIDYALAYA SEC-3 ROHINI	0
41	42279	SIBARANJAN SAHOO	HEAD MASTER OR MISTRESS	NOT APPLICABLE	25	93	1147	KENDRIYA VIDYALAYA NO.2 CRPF BHUBANESWAR	0	4	730	2229	KENDRIYA VIDYALAYA BARIMUL	0
42	19415	RAJEEV RANA	HEAD MASTER OR	NOT APPLICABLE	32	194	1332	KENDRIYA VIDYALAYA	0	32	204	1346	KENDRIYA VIDYALAYA YOL	0

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			MISTRESS					PALAMPUR					CANTT.	
43	33675	DINESH KUMAR	HEAD MASTER OR MISTRESS	NOT APPLICABLE	26	229	1390	KENDRIYA VIDYALAYA CRPF RAMPUR	0	26	221	1382	KENDRIYA VIDYALAYA NO.1 MORADABAD	0
44	37559	SUJEET KUMAR	HEAD MASTER OR MISTRESS	NOT APPLICABLE	17	468	1843	KENDRIYA VIDYALAYA NO.2 BAILEY ROAD PATNA	2	9	239	1423	KENDRIYA VIDYALAYA INA COLONY	0
45	54521	POOJA BADOLA	HEAD MASTER OR MISTRESS	NOT APPLICABLE	9	239	1417	KENDRIYA VIDYALAYA GOLE MARKET	1	25	93	1147	KENDRIYA VIDYALAYA NO.2 CRPF BHUBANESWAR	0
46	10315	LAXMIDHAR DUARI	HEAD MASTER OR MISTRESS	NOT APPLICABLE	4	536	1150	KENDRIYA VIDYALAYA KHURDA ROAD	0	4	115	1176	KENDRIYA VIDYALAYA PURI	0
47	24568	ABDULLAH MOHD ADIL ANSARI	HEAD MASTER OR MISTRESS	NOT APPLICABLE	9	239	1442	KENDRIYA VIDYALAYA SEC-3 ROHINI	0	26	546	1421	KENDRIYA VIDYALAYA NO.1 HINDON	0
48	32291	LEENA TAHILYANI AHUJA	HEAD MASTER OR MISTRESS	NOT APPLICABLE	9	239	1438	KENDRIYA VIDYALAYA SEC-4 R.K.PURAM	0	26	546	1452	KENDRIYA VIDYALAYA GHAZIABAD	1
49	29888	PARSA RAM MEGHWAL	HEAD MASTER OR MISTRESS	NOT APPLICABLE	13	342	1627	KENDRIYA VIDYALAYA NO.2 ARMY JODHPUR	0	13	343	1629	KENDRIYA VIDYALAYA NO.2 KOTA	0
50	13084	ARUNA SINGH	HEAD MASTER OR MISTRESS	NOT APPLICABLE	9	239	1410	KENDRIYA VIDYALAYA NO.2 DELHI CANTT.	1	32	192	1330	KENDRIYA VIDYALAYA NAHARA	0



(दीपक कुमार डबराल)

(Deepak Kumar Dabral)

सहायक आयुक्त (स्था -II/III)

Assistant Commissioner (Estt.II/III)

वितरण/Distribution:-

1.संबंधित कर्मचारी/ The Individual concerned.

2.संबंधित प्राचार्य को इन निर्देशों के साथ कि वे संबंधित कर्मचारी को तत्काल कार्यमुक्त करें। उन्हें यह भी निर्देशित किया जाता है कि वे संबंधित कर्मचारी को कार्यमुक्त करने/ कार्यभार ग्रहण करने संबंधी जानकारी अपने क्षेत्रीय कार्यालय को शीघ्र दें।

The Principal concerned with the direction to relieve the employee immediately. They are also directed to intimate to RO concerned about relieving/joining of the employee

3. उपायुक्त, केविस, संबंधित क्षेत्रीय कार्यालय को सूचना एवं आवश्यक कार्रवाई हेतु।

Deputy Commissioner, KVS RO concerned for information and necessary action

4.संबंधित क्षेत्रीय कार्यालय के वित्त अधिकारी को आवश्यक कार्रवाई हेतु।

Finance Officer of the region concerned for necessary action

5. गार्ड फाइल / Guard File



केन्द्रीय विद्यालय संगठन / KENDRIYA VIDYALAYA SANGATHAN

18, संस्थागत क्षेत्र , शहीद जीत सिंह मार्ग / 18 INSTITUTIONAL AREA, SHAHEED JEET SINGH MARG

नई दिल्ली-110016 / NEW DELHI-110016

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स्थानांतरण आदेश/TRANSFER ORDER

केविसं की स्थानांतरण नीति 2023 के Part - 1 – A के पैरा 2 (II) (A) b) (iii) के अनुसार PwD/MDG/DFP /LTR के अंतर्गत आने वाले कर्मचारियों को समायोजित करने हेतु विस्थापन आधार पर स्थानांतरण करने का प्रावधान है। तदनुसार, निम्नलिखित कर्मचारियों का स्थानांतरण प्रशासनिक आधार पर किया जाता है। निम्नलिखित कर्मचारी केविसं के नियमानुसार स्थानांतरण सम्बन्धी लाभ के हकदार होंगे। बशर्ते उन्होंने निर्धारित कार्यकाल पूर्ण कर लिया हो।

In terms of para 2 (II) (A) b) (iii) of Part - 1 – A of the KVS Transfer Policy 2023 which inter-alia provides transfer of employees on Displacement to accommodate the employees falling under PwD/MDG/DFP/LTR. Accordingly, transfer of the following employees is ordered on administrative grounds. They are entitled for all Transfer benefits as per KVS rules subject to completion of prescribed tenure

SL. NO	EMPLOYEE CODE	EMPLOYEE NAME	POST	SUBJECT	REGION CODE	STATION CODE	KV CODE	KV NAME	SHIFT	REGION CODE	STATION CODE	KV CODE	KV NAME	SHIFT
					-----TRANSFERRED FROM-----					-----TRANSFERRED TO-----				
1	31914	MADHU RITU	HEAD MASTER OR MISTRESS	NOT APPLICABLE	13	338	1613	KENDRIYA VIDYALAYA NO.2 JAIPUR CANTT.	0	9	239	1409	KENDRIYA VIDYALAYA NO.1 DELHI CANTT.	1
2	51154	GITA CHAUDHARY	HEAD MASTER OR MISTRESS	NOT APPLICABLE	13	338	1616	KENDRIYA VIDYALAYA NO.5 MANSAROVER JAIPUR	1	9	239	1410	KENDRIYA VIDYALAYA NO.2 DELHI CANTT.	1

यह आदेश केविसं के सक्षम प्राधिकारी के अनुमोदन से जारी किए जाते हैं।/ This issues with the approval of the Competent Authority of KVS

(दीपक कुमार डबराल)

(Deepak Kumar Dabral)

सहायक आयुक्त (स्था -II/III)

Assistant Commissioner (Estt.II/III)

वितरण/Distribution:-

1.संबंधित कर्मचारी/ The Individual concerned.

2.संबंधित प्राचार्य को इन निर्देशों के साथ कि वे संबंधित कर्मचारी को तत्काल कार्यमुक्त करें। उन्हें यह भी निर्देशित किया जाता है कि वे संबंधित कर्मचारी को कार्यमुक्त करने/ कार्यभार ग्रहण करने संबंधी जानकारी अपने क्षेत्रीय कार्यालय को शीघ्र दें।

The Principal concerned with the direction to relieve the employee immediately. They are also directed to intimate to RO concerned about relieving/joining of the employee

3. उपायुक्त, केविसं, संबंधित क्षेत्रीय कार्यालय को सूचना एवं आवश्यक कार्रवाई हेतु।

Deputy Commissioner, KVS RO concerned for information and necessary action

4.संबंधित क्षेत्रीय कार्यालय के वित्त अधिकारी को आवश्यक कार्रवाई हेतु।

Finance Officer of the region concerned for necessary action

5. गार्ड फाइल / Guard File