



केन्द्रीय विद्यालय संगठन (मुख्यालय)

KENDRIYA VIDYALAYA SANGATHAN (HQ)

शिक्षा मंत्रालय भारत सरकार के अधीन स्वायत्त संस्थान

An Autonomous Body Under Ministry of Education, Govt. of India

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F. No. 1-1 / 2023 – KVS (HQ) / Estt -II/1266-69

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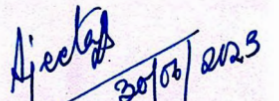
## अधिसूचना

सभी को सूचित किया जाता है कि कें.वि.सं. की स्थानांतरण नीति 2023 को सक्षम प्राधिकारी द्वारा एतद द्वारा अनुमोदित कर दिया गया है तथा इसे सभी संबन्धित को ध्यानाकर्षण में लाया जाए। वार्षिक स्थानांतरण 2023 की कैलेंडर गतिविधियों को शीघ्र ही अधिसूचित किया जाएगा।

## NOTIFICATION

This is to inform that the KVS Transfer Policy 2023, duly approved by the competent authority, is hereby notified and should be brought to the notice of all concerned.

The calendar of activities of Annual Transfer 2023 will be notified shortly

  
Ajeeta Longjam

Joint Commissioner (Admin – I)

### Distribution:

- All JCs/DCs/Directors/ACs
- DC (EDP), with a request to upload the notification on the KVS (HQ) website
- All Principals/Vice-Principals for circulation to the employees
- Guard File

## TRANSFER POLICY 2023

for

Officers, Teaching & Non-Teaching Staff of KVS

### PART - I

Kendriya Vidyalaya Sangathan (KVS), in supersession of the existing transfer guidelines and orders on this subject and after extensive consultation with stakeholders, hereby, notifies the following Transfer Policy for the effective management and optimum utilization of human resources in KVS. This Transfer policy shall be applicable to all transferable employees of KVS working in Kendriya Vidyalayas, Regional Offices, ZIETs, KVS Headquarters and such other office / institution which fall under the administrative jurisdiction of the KVS. This Transfer Policy shall take effect from the date of its notification and Article 71 of the Education Code for Kendriya Vidyalayas shall stand modified accordingly.

#### 1. OBJECTIVES

Kendriya Vidyalaya Sangathan shall strive to ensure continuity of the teaching learning process in the larger interest of students. KVS will aim to maintain equitable distribution of its employees across all locations and to ensure efficient functioning of the organization and to optimize job satisfaction amongst employees. All employees are liable to be transferred anywhere in India at any point of time and transfer to a desired location or post cannot be claimed as a matter of right. While effecting transfers, organizational requirement shall be given uppermost consideration and the preference and constraints of employee shall remain subservient.

#### 2. DEFINITIONS:

Sr.No.	Terms	Explanations
i.	Active Stay	Continuous Service at a station as on 1 <sup>st</sup> July for all Stations excluding the period or periods of absence (including any kind of leave other than Maternity leave) from duty exceeding 30 days or more at normal station and 45 days or more at Hard, NER and Priority Station, irrespective of cadre
ii.	Commissioner	Commissioner, Kendriya Vidyalaya Sangathan including any officer thereof who has been authorized or delegated to exercise all or any of the powers and functions of the Commissioner.
iii.	Controlling Officer	Principal/ In-charge Principal for staff of KV, Deputy Commissioner for staff of RO, Director of ZIET for staff of ZIET, Assistant Commissioner for staff of concerned section in KVS (HQ).
iv.	Death of Family Person (DFP)	Incidence of death of spouse/ son / daughter in preceding two years with reference to 30 <sup>th</sup> June of the year.
v.	Displacement Count	Score of points allotted to different factors that determine the displacement of an employee from a station as per Part I A clause - 4 A of this Transfer Policy.
vi.	Employee	All teaching and non-teaching employees covered under this policy.
vii.	Hard Station	As reviewed and notified by the KVS from time to time.
viii.	Less than Three years to Retire (LTR)	Retirement due within next three years as on 30 <sup>th</sup> June of the year.
ix.	Location	A place where any Kendriya Vidyalaya or any other office of KVS is located in the country.

*Ajeet Singh*  
30/06/2023

x.	Medical Ground (MDG)	One or more of the medical conditions as listed in Annexure - I in respect of self, spouse, dependent son/ daughter.
xi.	Organization	Kendriya Vidyalaya Sangathan & its offices and schools under its administrative control.
xii.	Persons with Disabilities (PwD)	The definitions of disability for this purpose would be as notified by the Govt. of India vide Rights of Persons with Disabilities Act, 2016 as amended from time to time. Any employee with 40% or more disability on production of relevant Medical Certificate from Govt. Hospital issued by competent Medical Authority/ Board.
xiii.	Priority Station	KVs wherever the vacancy is above 50% for 3 consecutive years, will be given the status of priority station to post staff in these KVs for a tenure of 5 years. On completion of the 5-year tenure at a priority station, employees shall be treated at par with those who have completed Hard Station Tenure. Periodic Notification will be issued as and when the requirement arises.
xiv.	Region / ZIET	Region- As notified, comprising Kendriya Vidyalayas in a specified area of the country and placed under the charge of a Deputy Commissioner. ZIET - Zonal Institute of Education & Training under the charge of a Director.
xv.	Service	The period during which a person has been serving in the Sangathan on a regular basis.
xvi.	Single Parent (SP)	A KVS employee who has lost his/her spouse or has been separated by a Court of Law and who has attained parenthood through custody from court, surrogacy or legal adoption.
xvii.	Station	A town/city/ metropolis as notified by the KVS with a unique code. More than one Kendriya Vidyalaya / office can be located at a station.
xviii.	Tenure	A continuous stay at a station for a specified period as defined for different categories of employees at Part - I-A – clause – 2 II (A) c) of this policy.
xix.	Transfer Count	Score of points allotted to different factors relevant for a tenure transfer as per Part I A - clause – 4 B of this Transfer Policy.
xx.	Vacancy	Vacancies existing at a station as on date of notification of the schedule for effecting Annual Transfer for the year.

Unless the context otherwise indicates:

- The singular number shall include plural number and vice-versa.
- The masculine gender shall include the other genders.

*Ajeet Singh*  
30/06/2023

### 3. BASIC PRINCIPLES

- i. All employees of the KVS are liable to be transferred and posted anywhere in India at any time, as per the requirements of public service and in the interest of the organisation. The core focus will be to maintain the continuity of the teaching-learning process, in the larger interest of students. The approach of this policy is school and student centric with due regard to the principles of equity and transparency vis-a-vis its employees.
- ii. Transfer cannot be claimed as a matter of right by the employees. The choice for transfer to a particular station also cannot be claimed as a matter of right.
- iii. The crucial date for determining the eligibility, stay, etc., shall be 30<sup>th</sup> June for all Stations.
- iv. As far as possible, KVS will invite Annual Transfer Applications through ONLINE mode. Primary responsibility for submission of transfer application form will be that of the employee. The information submitted by employee will be further verified by the controlling officer. Employee and controlling officer shall be held responsible if any wrong data or information is submitted/ suppressed, and appropriate action would be initiated against such defaulters under relevant Conduct Rules.
- v. To ensure stability of teaching learning process, an employee will be eligible to apply for transfer after completion of tenure except cases covered under PwD/MDG/DFP/LTR which will be considered irrespective of tenure during the Annual Transfer process.
- vi. The tenure of an employee at normal station will be of 5 years, (irrespective of change in cadre) extendable to 10 years if otherwise not displaced, in order to accommodate those employees who have completed their tenures in Hard, NER, Priority stations. In case of hard and NER station the tenure will be of 03 years, irrespective of change in cadre on account of promotion.
- vii. To the extent possible, Non-Teaching Staff/officers (up to SO level) will be expected to serve at least one tenure in the KVS HQ/ Regional Offices /ZIETs, to cater to administrative requirements and to provide wider exposure.
- viii. Employee who is a care giver of dependent disabled child/ spouse will be given due consideration in the routine exercise of transfer subject to the administrative constraints. The definition of disability for the purpose of clauses above would be as notified by the Govt of India vide Persons with Disabilities (Equal opportunities, Protection of Rights & Full participation) Act, 1995 and another further amendments / clarification issued by the Govt. from time to time. For this a certificate from the competent Govt. Medical Board as defined in the provisions of these guidelines is required to be submitted.
- ix. The Competent Authority reserves the right to transfer/ retain an employee beyond the specified tenure depending on the administrative requirement and in the larger interest of KVS. Further rotational transfer of employees working in sensitive posts shall be governed by the instructions issued by the Central Vigilance Commission circular no. 03/09/13 vide letter no. 004/VGL/090 dated 11.09.2013 and as issued from time to time.
- x. As far as possible, transfer of an employee to a station under spouse category is subject to availability of vacancy, eligibility, station seniority and applicable parameters in the interest of the organization.

*Ajith*  
30/06/2013



- xi. Stay for a period of 05 years in normal stations shall be applicable in the case of direct recruitment.
- xii. Transfer orders issued to an employee after following due process shall not be cancelled/ modified. However, under extremely exceptional circumstances or under administrative exigencies, Commissioner, KVS may take appropriate decision on case to case basis. Such transfer cannot be taken as precedent and cannot be claimed as a matter of right.
- xiii. No transfer will be considered from November to March in view of focused academic requirements except cases covered in point 3 of Part 1-A & 1-B of this policy.

#### 4. APPLICABILITY

**The common policy and principles are listed in Part I and II of this policy unless otherwise indicated.**

This Transfer policy shall be applicable to all employees of Sangathan and has been classified as under:

**Part I-A:** PGTs, TGTs, PRTs, Librarian, Head Master, etc. and all Non-Teaching employees up to the post of ASO.

**Part I-B:** Deputy Commissioner, Director (ZIETs), Assistant Commissioners, Principals, Vice-Principals, Administrative Officers, Finance Officers & Section Officers.

#### PART – I-A

FOR ALL CATEGORIES OF TEACHERS UP TO PGTS, LIBRARIAN, HEAD MASTER AND ALL NON-TEACHING EMPLOYEES UP TO ASSISTANT SECTION OFFICER (ASO)

##### 1. APPLICABILITY OF PART- I - A

The Paras hereunder shall be applicable to all categories of Teachers up to PGTs, Librarian, Head Master and all non-teaching employees up to Assistant Section Officer

##### 2. TYPES OF TRANSFER

- I. Transfers due to Organisational Requirements
- II. Transfers on Administrative Grounds

##### I. TRANSFERS DUE TO ORGANISATIONAL REQUIREMENTS: -

- (A) **Redeployment of surplus staff:** - Redeployment of surplus staff to another school/ station against available vacancies.

KVS shall carry out the process of redeployment of surplus staff in the beginning of the academic session.

##### a) **Identification of Surplus staff:** -

When a post is declared surplus by the KVS for a particular session, an employee posted against that post will become excess to the requirement or surplus in the particular KV and such employee needs to be redeployed against a vacant post. The criteria for identification of surplus staff shall be as per decreasing order of the displacement counts of the employee at the school/station/Region, as per applicability.

*Handwritten signature and date: 30/06/2023*

**b) Method to redeploy surplus staff: -**

- i. **Intra-Regional redeployment of surplus staff** – an employee identified as surplus staff will be redeployed by the Deputy Commissioner within the Region against the available vacancy.
- ii. **Inter-Regional redeployment of surplus staff** – an employee who was identified as surplus staff and could not be accommodated within the region shall be redeployed outside the region by the KVS (HQ) against available vacancy,

**(B) Transfer (under 40) to Hard, Priority and NER: -**

Transfer of male employees who are below 40 years of age and have not served a tenure in these Stations.

- a) KVS, shall effect transfer of male employees who are below 40 years of age and have not served a tenure at Hard, NER and Priority stations to fill the available vacancies in Hard, NER and Priority stations. These transfers shall be carried out during annual transfer process in the decreasing order of displacement count (DC) up to the optimum requirement of post/ vacancies in Hard, NER and Priority stations. An employee who has completed tenure at present place of posting as on 30<sup>th</sup> June of the transfer year shall be considered for transfer under this provision.
- b) Willing female employees shall also be considered for transfer to Hard, NER and Priority Stations after completion of tenure at the present place of posting. Such transfers will be treated as administrative transfers.

**II. TRANSFERS ON ADMINISTRATIVE GROUNDS**

**(A) Tenure Transfer -**

**a) Transfer against available vacancies: -**

Employees who have completed tenure at Normal/ Hard/ NER/ priority station (as on 30<sup>th</sup> June of the transfer year for employees) and cases of DFP/ MDG/ LTR may be considered for transfer, subject to availability of vacancies in desired station.

**b) Transfer on Displacement during the Annual Transfer Process: -**

- (i) An employee with at least 5 years stay at present station (irrespective of cadre) and having at least Ten (10) displacement count shall be liable for displacement transfer in decreasing order of displacement count.
- (ii) Displacement transfers shall be considered to accommodate employees who have completed their tenures in Hard, NER and Priority stations, if vacancies are not available at the desired stations.
- (iii) Displacement transfers shall be considered to accommodate employees falling under the category of PwD, MDG, DFP and LTR (if vacancies are not available at the desired station) during the Annual Transfer process by displacing those employees who have completed ten years of stay at the desired station.

- (iv) Employee who has not completed tenure or against whom disciplinary proceedings are in progress / contemplated shall not be eligible to apply for transfer.

**c) TENURE**

Sl. No.	Post	Tenure in years For Hard and NER Stations	Tenure in years For Normal Stations
1	Deputy Commissioner / Director ZIET	3	3
2.	Assistant Commissioner	3	5
3	Principal	3	5
4	Vice Principal	3	5
5	Administrative Officer	3	5
6	Finance Officer	3	5
7	Section Officer	3	5
8	Teachers up to the post of PGTs	3	5*
9	Non-Teaching employees up to the post of Assistant Section Officer	3	5

\*Maximum 10 years stay if not displaced after 5 years of completion of tenure.

**NOTE:** It is also categorically made clear that the tenure so provided under this policy shall not put an embargo on the administration to transfer an employee on administrative grounds or organisational interest before the completion of tenure.

**(B) Administrative Exigency**

Commissioner, KVS reserves the right to transfer any employee on following grounds -

- i. If his/her stay has become prejudicial to the interest of the organization at any point of time. Employee transferred under this provision shall not be considered for coming back to the same station on transfer before completion of 05 years stay at the new station.
- ii. In administrative exigencies without having any regard to the displacement count of the employee.

**3.** Commissioner, KVS reserves the right to transfer any employee on following grounds based on requests in exceptional circumstances against clear vacancies even after completion of transfer process in case of: -

- I. Transfer on spouse ground – Where both spouses are KV employees or one spouse is KV employee and the other is a Central Govt / Defence employee / Central PSU / Central Autonomous Bodies / State Govt employee and the tenure of the KV employee has not been completed but stay at station is more than 3 years;
- II. Transfer in respect of PwD/Care giver for PwD i.e. Spouse /Son/Daughter /LTR.

*Ajeet Singh*  
30/06/2023

- III. Transfer due to personal exigency - Death of Family Person (DFP) i.e. Spouse /Son/Daughter.
- IV. MDG of employee self/ Spouse/Son/Daughter as per Annexure - I of this transfer policy.

**Note: -**

The employees recruited under special recruitment drive will be subject to the terms and conditions of special recruitment drive. However, this condition shall not be applicable in the cases of those employees, whose cases are covered under Death of Family Person (DFP) and Medical Ground (MDG).

**4. DISPLACEMENT COUNTS (DC) AND TRANSFER COUNTS (TC)**

**(A) Displacement Count:**

Displacement Count of an employee shall be computed as given under: -

Sr. No.	FACTORS	POINTS TO BE COUNTED AS ON 30 <sup>th</sup> JUNE OF THE YEAR
1	Stay at a station as on 30 <sup>th</sup> June in complete years irrespective of Cadre. Clarification- a) Period of absence on any account shall also be counted for this purpose. b) If an employee transferred from station "A" to station "B" returns to the station "A" on request without completing three years of stay at station "B" then the period of stay at station "A" will be calculated as total number of years served at station "A" prior to his posting at "B" and the number of years served after his return to station "A" taken together.	+02 For each completed year
2	Whether the employee below 40 years (as on 30 <sup>th</sup> June of the year) has completed one tenure at Hard/ NER/ Priority station (during entire service).	Y/N (Indicate Y for <u>Yes</u> & N for <u>No</u> )
3	PwD employees.	-20
4	Medical ground (MDG)/ Death of family person (DFP) Clarification: If an employee qualifies for more than one ground, the points shall be limited to a maximum of (-) 14 only.	-14
5	Less than three years to retire (LTR).	-6
6	Spouse, if a KVS Employee and posted at the same station.	-10
7	Spouse, if a Central Government/ Central Govt. Autonomous body/ Central Govt. Public Sector Undertaking/ Defence employee and Central Armed Police Forces employee posted at the same station	-08
8	Spouse, if a state Government/ State Govt. Autonomous body/ State Govt. Public Sector Undertaking Employee and posted at the same station.	-06
9	Single Parent.	-12
10	Woman employee not covered under Sl. No. 6, 7, 8 & 9 above.	-04
11	Members of recognized associations of KVS staff who are also members of JCM at KVS regional offices and / or KVS Headquarters. <b>Note: - Benefit will be given only if they are posted in KVs located at the station of Regional Office/ ZIET).</b>	-06
	Total Displacement Count	

*Ajesh*  
30/06/2023



## RULES OF TIE-BREAKING:

### For transfers on displacement: -

1. In case of tie between male and female, then male employee would be displaced.
2. In case of tie between same gender, then an employee who is station senior would be displaced.
3. If station seniority also coincides, then an employee who is younger in age would be displaced.

If an employee is eligible for more than one displacement ground (under Sl. No. 3 to 11 above), then the displacement points for the ground of maximum points (only one) will be taken as the displacement count.

Displacement counts given under different categories mentioned above are subject to administrative constraints / convenience.

### (B) Transfer Count:

Transfer shall be considered on the basis of "Transfer Count" of an employee computed as given under:

S. N.	FACTORS	POINTS TO BE COUNTED AS ON 30 <sup>th</sup> JUNE OF THE YEAR
1	Continuous Active Stay at station as on 30 <sup>th</sup> June for all stations excluding periods of absence (any kind of leave other than Maternity Leave) of 30 days or more at normal station and 45 days or more at Hard/ NER/ Priority stations, irrespective of cadre.	+02 For each completed year
2	PwD employees	+40
3	Completion of prescribed tenure in Hard/NER/ Priority stations at present place of posting.	+30
4	Medical ground (MDG)/Death of family person (DFP) <u>Clarification:</u> If an employee qualifies on more than one ground, the points shall be limited to a maximum of +35 only. <u>Further, if an employee has already secured a transfer in previous year(s) on the basis of these grounds, then points shall not be given again.</u>	+35
5	Less than three years to retire (LTR).	+25
6	Single Parent.	+20
7	Spouse, if a KVS Employee and posted at the choice station	+15
8	Spouse, if a Central Government/ Central Govt. Autonomous body / Central Govt. Public Sector Undertaking/ Defence employee and Central Armed Police Forces employee posted at the choice station.	+12
9	Spouse, if a State Government/ State Govt. Autonomous body/ State Govt. Public Sector Undertaking Employee and posted at the choice station.	+10
10	Woman employee not covered under Sl. No. 6, 7, 8 & 9 above	+8
11	Members of recognized associations of KVS staff who are also members of JCM at KVS regional offices and / or KVS Headquarters. <b>Note: - Benefit will be given only if they apply for posting in KVs located at the station of Regional Office/ ZIET).</b>	+6
	Total Transfer Count	

*Ajesh*  
30/06/2023

## **RULES OF TIE-BREAKING:**

### **For transfers after completion of tenure: -**

1. In case of tie between male and female, then women employee would be transferred.
2. In case of tie between same gender, then an employee who is station senior would be transferred.
3. If station seniority also coincides, then an employee who is senior in age would be transferred.

**If an employee is eligible for more than one transfer ground (under Sl. No. 2 to 11 above), then the transfer points for the ground of maximum points (only one) will be taken as the transfer count.**

**Transfer Count given under different categories mentioned above are subject to administrative constraints / convenience.**

## **5. CALENDAR OF ACTIVITIES OF ANNUAL TRANSFER**

A calendar of activities of annual transfer will be prepared by KVS to effect annual transfer pursuant to this policy.

*Directy*  
30/06/2023

## PART – I-B

### FOR GROUP A AND GROUP B (SECTION OFFICER AND ABOVE) EQUIVALENT EMPLOYEES

#### 1. **APPLICABILITY OF PART- I B**

The Paras hereunder will govern the transfer of employees holding Group A equivalent posts and certain Group B equivalent posts including Deputy Commissioner, Director ZIETs, Assistant Commissioner, Principal, Vice Principal, Administrative Officer, Section Officer and Finance Officer.

#### 2. **TYPES OF TRANSFER**

Transfers are classified as: -

- I. Transfer in Organisational interest and
- II. Transfer on Administrative Grounds.

##### I. **Transfer in Organisational Interest**

After completion of tenure, KVS shall transfer officials as per notification in online / offline manner as deemed appropriate from time to time and shall consider such transfers to a station keeping organizational interest uppermost in consideration.

##### II. **Transfer on Administrative Grounds-**

Commissioner, KVS reserves the right to transfer any employee on following grounds –

(a) An employee is liable to be transferred on grounds of misconduct or unsatisfactory performance (APAR, qualitative and quantitative results of last three / five years, upkeep and maintenance of Vidyalaya) on the recommendation of the Deputy Commissioner of the Region. However, Commissioner, KVS reserves the right to transfer any employee on Administrative Ground suo moto.

(b) If his/her stay has become prejudicial to the interest of the organization at any point of time.

Employee transferred under provision of clause 2(II) (a) and (b) above, of this policy shall not be considered for coming back to the same station on transfer before completion of 05 years stay at the new station.

(c) In case of administrative exigencies.

3. Commissioner, KVS reserves the right to transfer any employee on following grounds based on requests in exceptional circumstances against clear vacancies even after completion of transfer process in case of: -

- I. Transfer on spouse ground – Where both spouses are KV employees or one spouse is KV employee and the other is a Central Govt / Defence employee / Central PSU / Central AB / State Govt employee and the tenure of the KV employee has not been completed but stay at station is more than 3 years;
- II. Transfer in respect of PwD/Care giver for PwD i.e. Spouse /Son/Daughter /LTR.
- III. Transfer due to personal exigency - Death of Family Person (DFP) i.e. Spouse /Son/Daughter.
- IV. MDG of employee self/ Spouse/Son/Daughter as per Annexure – I of this transfer policy.

*Ajeet Singh*  
30/06/2023



4. The maximum tenure in case of a Principal / Principal (G-II) / Vice Principal is five years which may be extended by the Commissioner, KVS beyond five years up to maximum of 07 years in order to promote academic excellence and effective administration in a Kendriya Vidyalaya on case to case basis with proper justification. This extension will be for two additional years only. While transferring an employee to a place his / her performance in the School would form the basis of transfer

*Sheetal*  
30/06/2023



## PART – II

### 1. RULES FOR ADMISSIBILITY OF TRANSFER TA:

Admissibility of Transfer TA shall be applicable in following manner;

- a. Transfer TA shall be admissible in cases of transfer made by KVS in public interest after completion of tenure and on administrative ground.
- b. Transfer TA shall not be admissible in cases of Para 3 (of both Part I-A and Part I-B) of an employee, except in case of transfer to Hard Station.

### 2. INTERPRETATION OF TRANSFER POLICY

Commissioner, KVS shall be the sole competent authority to interpret above provisions and pass such order(s) as deemed appropriate and essential to facilitate the implementation of this policy for the purpose of remediating any imbalance resulting/ noticed in transfer and effective control and administration of the KVS as a whole.

### 3. AUTHORITIES COMPETENT TO EFFECT TRANSFER

Article 15 (a) (3) of Education Code for Kendriya Vidyalayas empowers Commissioner, KVS to transfer, post and assign any duties to all officers and staff at the Headquarters, Regional Offices, ZIETs as well as all Kendriya Vidyalayas across the country.

Therefore, Commissioner shall be competent to exercise all powers as per this policy to effect transfer or grant exemption under various clauses and provisos or do any other exercise prescribed under various clauses and provisos. Commissioner may delegate power to such authorities with such further limitations for such period as deemed appropriate in view of prevailing circumstances either by a general or specific order to such authorities. Power so delegated is liable to be withdrawn by the Commissioner whose discretion in this regard shall be final.

### 4. OPERATIVE ELEMENTS OF ANNUAL TRANSFER PROCESS:

Commissioner, KVS shall be the competent authority to invoke and execute transfers involving suitable mechanism, applying / altering / expanding / curtailing operative elements including timeline for execution in the backdrop of the transfer provisions to draw transfer list, maintaining utmost transparency, fairness and accuracy.

### 5. POWER OF RELAXATION

Notwithstanding anything contained in this policy, the Commissioner with the approval of the Chairman KVS, shall be competent to transfer any employee to any place in relaxation of any or all of the above provisions after recording reasons.

### 6. SAFEGUARD AGAINST EXTRANEOUS INFLUENCE

The provisions laid down in Rule 20 of the CCS (Conduct) Rules, 1964 stipulates that **"No government servant shall bring or attempt to bring any political or outside influence to bear upon any superior authority to further his interest in respect of matters pertaining to his service under Government."**

Also, the attention of all the employees is invited to Rule 59 (27) of the Education Code of KVS which is provided as under:

#### **As per Rule 59 (27) of Education Code:**

"No teacher / employee shall represent his grievances, if any, except through proper channel, nor will he canvass any non-official or outside influence or support in respect of any matter pertaining to his service in the Vidyalaya".

*Aicetab*  
30/06/2023

**Therefore, employees should not bring in any outside influence for getting transfer or modifications thereof.** If such an influence from whichever source espousing the cause of an employee is received, it shall be presumed that the same has been brought in by the employee. In the course of such an event, the following shall be taken up:

- a) Action may also be initiated against such an employee as per relevant rules.
- b) That the name of the applicant will be removed from the consideration list for transfer and he/she will be debarred from being considered for transfer for that cycle without any further reference to the teacher/ employee.

**Note: This transfer policy provides a systematic approach of organizational working and thereby ensuring best use of its human resource in the interest of the organisation. It does not confer any right to an employee for seeking transfer.**

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*Director*  
30/06/2023

## ANNEXURE - I

### TYPE OF DISEASES PRESCRIBED AS VALID FOR TRANSFER ON MEDICAL GROUNDS

Note: - Refer Para No. 2 (x) of KVS Transfer Policy. "MDG" means an employee seeking transfer on the basis of one or more of the medical conditions listed in Annexure - I, affecting himself/herself, spouse or dependent son and daughter.

#### TYPE OF DISEASE

1. CANCER.
2. PARALYTIC STROKE.
3. RENAL FAILURE.
4. CORONARY ARTERY DISEASE AS EXPLAINED BELOW.
5. THALASSAEMIA.
6. PARKINSONS' DISEASE.
7. MOTOR-NEURON DISEASE.
8. ANY OTHER DISEASE WITH MORE THAN 50% MENTAL DISABILITY.
9. AIDS

The brief description of illness which will be considered as medical grounds for the purpose of transfer, in terms of transfer policy is as under. Medical terms referred herein will bear meaning as given in the Butterworth's Medical Dictionary.

#### (i) Cancer

It is the presence of uncontrolled growth and spread of malignant cells. The definition of cancer includes leukaemia, lymphomas and Hodgkin's' disease.

##### Exclusions:

This excludes non-invasive carcinoma(s) in-Situ, localized non-invasive tumour(s) revealing early malignant changes and tumour(s) in presence of HIV infection or AIDS; any skin cancer excepting malignant melanoma(s) are also to be excluded.

#### (ii) Paralytic Stroke

(Cerebro-vascular accidents) Death of a portion of the brain due to vascular causes such as (s) Haemorrhage (cerebral), (b) Thrombosis (cerebral), (c) Embolism (cerebral) causing total permanent disability of two or more limbs persisting for 3 months after the illness.

##### Exclusions:

- i) Transient/Ischemic attacks.
- ii) Stroke-like syndromes resulting from
  - a) Head Injury
  - b) Intracranial space occupying lesions like abscess, traumatic haemorrhage and tumour.
  - c) Tuberculosis meningitis, Pyogenic meningitis and meningococcal meningitis.

#### (iii) Renal failure

It is the final renal failure stage due to chronic irreversible failure of both the kidneys. It must be well documented. The teacher must produce evidence of undergoing regular haemodialysis and other relevant laboratory investigations and doctor certification.

#### (iv) Coronary artery Disease

1. Cases involving surgery on the advice of a consultant cardiologist to correct narrowing or blockage of one or more coronary arteries or valve replacements/ reconstructions shall be considered MDG cases up to three years from the date of actual open-heart surgery and the eligible employees shall be entitled for the points during this period.
2. Cases involving non-surgical techniques e.g. Angioplasty through the arterial system. Such cases will be considered MDG Cases for a period of one year from the date of procedure and the eligible employees shall be entitled for points during this period.

#### (v) THALASSAEMIA

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It is an inherited disorder and it is diagnosed on clinical and various laboratory parameters. Patient with Thalassemia, who is anaemic and is dependent upon regular blood transfusion for maintaining the haemoglobin level. In addition, he is on chelating agent and other supportive care.

**Inclusions:**

- i) Thalassemia major: - History of blood transfusion/ replacement at less than three months interval. It must be well supported by all medical documents. The history should include the periodicity/duration of blood transfusion/ replacement required by the patient/Chelation therapy.

**Exclusion:**

- (a) Patient may have Thalassemia minor. His anaemia may become severe because of concurrent infection or stress. Anaemia may become severe because of nutritional deficiency or another associated factor.  
(b) Blood transfusion is not required and these patients do not require Chelation therapy.

**(vi) PARKINSONS' DISEASE**

Slowly progressive degenerative disease of nervous system causing tremor, rigidity, slowness and disturbance of balance.

Must be confirmed by a neurologist.

**Inclusion:**

Involuntary tremulous motion with lessened muscular power, in parts not in action and even when supported; with a propensity to bend the trunk forward and to pass from a waling to a running pace, the senses and intellects being uninjured.

**Exclusion:**

- (i) Patients who are stable with the support of medicine.  
(ii) Detection of Parkinson disease within the duration of 5 years.

**Requirement:**

Date of detection of the disease, hospitalization extent of involvement, duration of treatment along with discharge summary should be furnished. Mention should be made about the progressiveness of the disease, and summary of inception of the patient must be confirmed by Neurologist.

**(vii) MOTOR-NEURON DISEASE:**

Slowly progressive degeneration of motor neuron cells of brain and spinal cord causing weakness, wasting and twitching in limbs and difficulty in speaking and swallowing.

Must be confirmed by neurologist.

**Inclusions:** Irreversible/ progressive motor neuron disease with presence of weakness wasting and fasciculation of limbs with/ without brisk tendon jerks and extension painter response.

**Exclusion:** Weakness of muscle due to other causes like infections, neuropathy traumatation, idiopathic, motor-neuron disease involving less than 02 limbs and the muscle power is more than 3 grades.

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Requirement: It should be duly supported by MRI, EMG and nerve conduction test.

(viii) AIDS:

Inclusions: A person who is diagnosed with HIV+ and going under treatment.

(ix) "Any other disease with more than 50% disability duly examined by and recommended by the respective Regional Medical Board with latest records/reports (within three months).

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*Directly*  
30/06/2023

## Annexure-II

### List of Hard Station for 2023

S. No.	List Hard Stations/ KVs w.e.f. 30.06.2023
1	KV AFS Samana
2	KV AFS Naliya
3	KV Okha Port
4	KV Donimalai, Bengaluru
5	KV Gail, Jhabua
6	KV Mungaoli
7	KV Koraput
8	KV NAD Sunabeda
9	KV Malkangiri
10	KV Nabrangpur
11	KV Bhawanipatna
12	KV Rayagada
13	KV Khandamal
14	KV Nuapada
15	KV Khariar, Distt. Nuapada
16	KV Jalalabad, BSF
17	KV Mandapam
18	KV Vijayanarayanam
19	KV Port Blair No. 1
20	KV Port Blair No. 2
21	KV NHPC Dharchula
22	KV Joshimath
23	KV Gwaldom
24	KV ITBP Mirthi
25	KV Pithoragarh
26	KV Rajgarhi
27	KV Sourkhand
28	KV Lohaghat
29	KV Idukki, Painavu, Kerala
30	KV INS, Zamorin, Ezhimala
31	KV Kavaratti
32	KV ITB P Sarahan
33	KV Sainj Kullu
34	KV Recong Peo
35	KV Lahaul Spiti
36	KV ARMY Bakloh
37	KV NHPC Chamera
38	KV No.2 Chamera
39	KV BSF Anoopgarh

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40	KV Ramgarh,BSF Distt. Jaisalmer
41	KV BSF Khajuwala
42	KV Jaisindhar
43	KV Dul Husti Kistwar
44	KV Badarwah
45	KV BSF Rajouri
46	KV KV Baramula
47	KV URI
48	KV Pahalgaon
49	KV Anantnag
50	KV Nubra
51	KV Kargil
52	KV LEH
53	KV BSF Bandipur
54	KV Aminoo-Kulgam, Distt. Kulgam
55	KV Jamuna Colliery
56	KV Dindori
57	KV Dhana, Distt. Sagar
58	KV Hasimara
59	KV Kalimpong
60	KV Chakur, Distt. Latur
61	KV Jawahar Nagar
62	KV Sheohar
63	KV Jhagrakh and SECL
64	KV Chirimiri
65	KV Kanker
66	KV Bailadila (Dantewada)
67	KV Kirandul
68	KV Bachel
69	KV Jashpur
70	KV Sukma
71	KV Manendragarh
72	KV Narayanpur
73	KV Khairagarh
74	KV Bijapur
75	KV Garhwa
76	KV Meghahatubru
77	KV Singharshi

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### Annexure-III

#### List of KVs in NER

S. No.	Name of Region	S. No.	Stations / KVs in NER
1	ARUNACHAL PRADESH	1	ALONG (11 ASSAM RIFLES)
		2	ITANAGAR.NO.I
		3	ITANAGAR.NO.II
		4	KHONSA
		5	KIMIN (9 ASSAM RIFLES)
		6	MIAON
		7	PASSIGAHT
		8	ROING
		9	TAWANG
		10	TEZU
		11	DIRANG, WEST KAMENG
		12	TUTING, DISTT UPPER SIANG
		13	ZERO HAPPOLI, DISTT LOWER SUBANSIRI
		14	LONGDING, DISTT LONGDING
		15	DAPORIJO, DISTT. UPPER SUBANSRI
		16	NAMSAI, DISTT. NAMSAI
		17	HAYULIANG, DISTT. ANJAW
		18	TENGA VALLEY
		19	NIRJULI (NERIST)
2	ASSAM	20	BARPETA
		21	DHOLCHERA (BSF)
		22	DIBRUGARH
		23	DIPHU
		24	GUWAHATI, AMERIGOG (CRPF)
		25	GUWAHATI, KHANAPARA
		26	HAFLONG (SSB)
		27	JORHAT NO.III (RRL)
		28	KARIMGUNJ
		29	KHATKHATI (CRPF)
		30	KOKRAJHAR (HATHIMATHA)
		31	NORTH LAKHIMPUR
		32	LOKRA
		33	MANGALDOI
		34	NEW BONGAIGAON
		35	NOWGONG
		36	PANBARI (BSF)

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		37	SILCHAR
		38	TINSUKIA
		39	GOALPARA
		40	GOLAGHAT
		41	TAMULPUR, DISTT. BAKSA
		42	UDALGURI, DISTT. UDALGURI
		43	RANGIYA, N.F. RAILWAY
		44	210 COBRA, CRPF BN DALGAON
		45	N.F. RAILWAY RANGAPARA, DISTT. SONITPUR
		46	CHABUA
		47	DIGARU (AFS)
		48	DINJAN
		49	GUWAHATI, BORJHAR
		50	GUWAHATI, NARANGI
		51	JORHAT NO. 1 (AFS)
		52	KUMBHIRGRAM (AFS)
		53	LEKHA PANI
		54	MASIMPUR
		55	MISSAMARI
		56	MOHANBARI
		57	NOWGONG, MISA CANTT
		58	TEZPUR NO. I
		59	TEZPUR NO. II (AFS)
		60	GUWAHATI IIT
		61	TEZPUR UNIVERSITY, DISTT. SONITPUR
		62	NIT SILCHAR
		63	ASSAM UNIVERSITY SILCHAR
		64	BOKAJAN (CCI)
		65	CACHAR PANCHGRAM (HPC)
		66	DOOM DOOMA (ARC)
		67	DULIAJAN (OIL)
		68	GERUKMUKH HE PROJECT
		69	GUWAHATI (IOC)
		70	GUWAHATI, MALIGAON (Rly.)
		71	JAGIROAD (HPC)
		72	JORHAT NO. II (ONGC)
		73	LUMDING
		74	NAMRUP (HFC)
		75	SIBSAGAR NO. I (ONGC)
		76	SIBSAGAR NO. II NAZIRA (ONGC)
		77	SONAI ROAD (ONGC)
3	MANIPUR	78	CHURA CHAND PUR (BSF)
		79	IMPHAL NO. I (LAMPHELPAT)
		80	IMPHAL NO. II (CRPF)
		81	TAMENGLONG

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		82	UKHRUL
		83	AKAMPAT, DISTT. EAST IMPHAL
		84	CHAKPIKARONG, DISTT. CHANDEL
		85	IMPHAL NO.III (LEIMAKHONG)
		86	LOKTAK (HEP)
4	MEGHALAYA	87	BARAPANI (NEPA)
		88	TURA
		89	SHILLONG (HAPPY VALLEY)
		90	SHILLONG (LAITKOR PEAK) (AFS)
		91	SHILLONG (UPPER)
		92	UMROI CANTT
		93	SHILLONG (NEHU)
5	MIZORAM	94	AIZAWAL
		95	LUNGLEI
		96	CHAMPHAI, DISTT. CHAMPHAI
		97	MIZORAM UNIVERSITY, TANHRIL, AIZWAL
6	NAGALAND	98	DIMAPUR (CRPF)
		99	KOHIMA, LARIE HILL (CRPF)
		100	TULI
		101	RANGA PAHAR CANTT
		102	ZAKHMA
		103	NAGALAND UNIVERSITY
7	TRIPURA	104	AGARTALA NO. I (KUNJBAN)
		105	BAGAFA (BSF)
		106	KAILASHAHAR
		107	PANISAGAR (BSF)
		108	DHALAI
		109	BSF TALIAMURA, KHASIAMANGAL
		110	GC CRPF AGARTALA
		111	BSF, GOKULNAGAR, (SEPAHAIJALA)
		112	NIT AGARTALA
		113	AGARTALA NO. II (ONGC)
8	SIKKIM	114	GANGTOK
		115	TEESTA (NHPC)

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