

जी. के. श्रीवास्तव, भा.प्र.से.

अपर आयुक्त (प्रशासन एवं सतर्कता)

G. K. Srivastava, I.A.S.

Addl. Commissioner (Admn. & Vig.)



केन्द्रीय विद्यालय संगठन

KENDRIYA VIDYALAYA SANGATHAN

18, संस्थागत क्षेत्र, शहीद जीत सिंह मार्ग, नई दिल्ली-110 016

दूरभाष : 91-11-26855532, फ़ैक्स : 91-11-26514179, 26565536

18, Institutional Area, Shaheed Jeet Singh Marg, New Delhi-110 016 (India)

Tel. : 91-11-26855532, Fax : 91-11-26514179, 26565536

E-mail : addl.com.admn@gmail.com, Website : www.kvsangathan.nic.in

F.11029/2/2014-KVS HQrs(E.II)

August 4, 2015

Notice

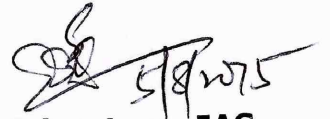
It is to bring to the notice of all teachers/employees concerned that Annual Transfer of teaching/non-teaching staff is in process as per Transfer Guidelines and Calendar of Activities for 2015-16. Grievances related to transfer (below Vice-Principal and Section Officer), modification against a vacancy, cancellation etc. will be considered upto 31.8.2015, as per the calendar of activities, 2015-16.

To facilitate the teachers upto PGTs and non-teaching staff upto Assistant for the Grievance Redressal relating to Annual Transfer, the following procedure is hereby notified for information and compliance of one and all.

1. A dedicated email id i.e. kvstransfer@gmail.com has been created for receiving the grievances of employees;
2. A teacher/employee making a grievance will email his/her grievance on the above email id with a copy to his/her controlling officer;
3. The controlling officer i.e. Principal/DC of Regional Office/Director of ZIET will check and verify the contents and grounds of the grievance made by the employee, verify the same from the service records and send their comments on facts/ recommendations to the above dedicated email id within two working days of receipt of the email from the employee;
4. The grievance of the employee who does not send a copy of their mail to their controlling officer will not be considered.
5. The controlling officer not verifying the facts and grounds of the grievances as written by the employee from the service records of the concerned employee or just forwarding the mail received from the employee to the aforesaid dedicated email or failing to adhere to the deadline of two working days for this purpose will be dealt with seriously. Hence, all controlling officers i.e. Principal/DC of Regional Office/Director of ZIET to comply with the deadline for sending their comments on the grievance/representation of the employee through email only;
6. To ensure that all grievances are disposed of by 31.8.2015 as per the calendar of activities 2015-16, grievances through above dedicated email id will be received upto 20.8.2015;
7. Any employee who intends to visit KVS HQrs for this purpose will be allowed to do so only with prior permission of his/her controlling officer. He/she should bring the copy of the email already sent to KVS. The controlling officer will also attach a copy of his/her comments emailed to KVS(Hqrs.) while granting permission to the employee to visit KVS(HQ).

8. To facilitate the employees visiting KVS HQrs in this regard personally, a Complaint Cell will function in the office chamber of JC(Admn) from 5th August to 20th August, 2015 between 3 pm to 5 pm on working days. A responsible officer will be available who will receive the representation/grievance of the employee during this period.
9. No representation/grievance related to transfers of 2015-16 will be entertained by KVS HQrs after 20.8.2015 from the teachers/employees. However, the comments/recommendations of the controlling officers i.e. Principal/DC of Regional Office/Director of ZIET will be accepted upto 22.8.2015 i.e. 2 days gap for grievance submitted to them on 20.8.2015.
10. All the employees making grievances will be informed of the action taken on their grievances either through email or through office order in due course of time. Hence, teachers/employees are advised not to visit KVS HQrs after sending their grievances by email at the id kvstransfer@gmail.com as per the above procedure.
11. All the Principals/DCs of respective Regional Offices/Directors of ZIETs are accordingly directed to bring this notice to the knowledge of all their staff members.

A copy of this notice/downloaded copy from KVS Website be put on notice boards of all Kendriya Vidyalayas/ Regional Offices and ZIETs and KVS HQrs for information of all concerned teachers/employees.



G.K. Srivastava, IAS
Additional Commissioner (Admn)

Copy to

1. All Deputy Commissioners/Directors
2. Principals of all KVs
3. Notice Board of KVS
4. Website of KVS