

## ANNEXURE-II

### KENDRYIA VIDYALAYA SANGATHAN (HQ) NEW DELHI

#### **(A) Important Instructions for KVS employees for filling ONLINE Transfer Application - 2016**

1. In order to ensure complete transparency, highest degree of fairness and to leave no scope for any subjectivity, KVS has decided to invite Transfer applications of its Teaching and Non-Teaching employees through **ONLINE** process for the year 2016. On the basis of these online transfer applications, the Transfer orders will also be generated through a computer operated process.
2. By this transfer process, KVS intends to utilize its human resources by deploying them in a manner in which they can serve more efficiently in the organizational interests and at the same time their individual satisfaction is also maximized.
3. In the beginning of this process, every employee will be provided with an individual **User Id and password** by the Principal/DC/Director ZIET/ AC (HQ) to login into the KVS **Transfer Portal i.e. [www.kvsonlinetransfer.org](http://www.kvsonlinetransfer.org)** for the submission of ON LINE Transfer application. This User Id and password must be kept carefully in the safe personal custody of the employee so that the same may not be misused by anyone else.
4. Every Teaching employee up to PGT and Non-Teaching employee up to Assistant is **mandatorily required to fill the PART "A" & "B"** of the Transfer Application online on the KVS website [www.kvsangathan.nic.in](http://www.kvsangathan.nic.in) under the link [www.kvsonlinetransfer.org](http://www.kvsonlinetransfer.org). These parts will be further Re-checked and completed by the KV/RO/ ZIET/HQ concerned to ensure the correctness on and completeness of Transfer Applications in terms of Text and Format according to the transfer guidelines. **The PGTs posted in the ZIETs are not covered under these transfer guidelines as they are posted by the KVS for a fixed tenure on selection basis.**
5. **PART "C"** of the transfer application is only applicable to those employees who are seeking request transfer to their choice stations. In case an employee opts for choice 'NO' in the beginning of the Part- 'C' then Part -'C' will automatically be disabled. **While exercising the option of choice stations, utmost care is required to be taken by the individual. Once, transfer is ordered on request ground, then the same shall not be cancelled or modified under any circumstances.**
6. **PART "D"** is for furnishing the declarations and Certificates with regard to working spouse and cases of Medical Ground. The employees who claim benefit of transfer under these categories, must furnish these certificates in the prescribed formats. The formats are to be downloaded from the KVS online Transfer Portal, duly filled in, signed and counter signed as required. The scanned copy of the Medical certificate / declaration of working spouse issued by the competent authority/ Declaration of working of Spouse must be uploaded in the specified box provided for this purpose in the transfer application. The original certificate should be submitted in the office concerned for the verification and authentication of transfer application.

7. Every employee is expected to go through the Transfer Guidelines for 2016-17 thoroughly and instructions issued in this regard before filling Transfer application ONLINE. Any error committed by the employee or carelessness shown by him/her, may create problems. It is suggested that every employee should get a printed copy of the online transfer application & complete it manually first, then start to fill online transfer application on the basis of this manually filled copy. This way, readily available & carefully checked data can be entered easily online in a lesser time with absolute accuracy.
8. After the authentication, scrutiny & verification of Transfer Application at initial level i.e. Vidyalaya/ RO/ ZIET/HQ, as the case may be, The Transfer Application must be supplied to the individual employee by the Principal/DC/ZIET /Assistant Commissioner (HQ), ( as the case may be ) by providing a printed copy of transfer application uploaded on KVS Transfer Portal by the employee, so that he/ she can satisfy himself/herself with the final status of his/her transfer application. After going through the content of this received copy of transfer application, the employee shall confirm the status to his/her office within the prescribed time limit without fail. If he/she wishes to make any representation with regard to modification/correction done in the transfer application by Principal's office, then he/she must do it within the prescribed time limit. Such representations must be disposed of by the office concerned within the given time limit & before onward submission. No request shall be entertained after the expiry of the time limits prescribed for the each stage of this process.
9. A printed copy of the Transfer application after finalization of representation, if any by the Vidyalaya Office/ Regional Office/ ZIET/ HQ, shall be supplied to the employee concerned for his/her reference.
10. Adherence to the time limits prescribed for every stage of this online process is compulsory. Once the given time limit is expired then no one shall be allowed to edit or modify the data of the transfer application thereafter, automatically.
12. Keeping in view past experiences, it has been decided by the competent authority that if any carelessness is shown and facts are suppressed, false & misleading information is provided deliberately, then it shall be treated a willful misconduct of the employee concerned, Stern disciplinary action shall be taken against the defaulter (s) under CCA/CCS rules.

**(B) Instructions for the Principal/DCs/ Director ZIETs for the Authentication and Verification of the Transfer application forms filled ONLINE by the employees of the KVs of the region/Regional Office/ ZIET:-**

1. Every Principal, Deputy Commissioner & Director ZIET shall be provided with an individual Id and Password by the KVS to login into the KVS online **transfer portal** i.e. **www.kvsonlinetransfer.org**. They will also generate the Ids & passwords at their end for all employees working in their respective KVs/ROs/ZIETs. This User Id and password must be kept in the safe & personal custody of the officer/employee so that the same cannot be misused by anyone else. Absolute confidentiality of the user Ids & Passwords given to the employees shall be maintained by the Officer who is generating it.
2. Forwarding and Verification Officers i.e. Principal in the case of KVs and DC in the case of ROs, Director in the case of ZIETs and AC (Estt.-II & III) in the case of KVS (HQ) shall ensure that all employees posted in their KV/ RO/ ZIET/ HQ covered under these guidelines have submitted the Transfer Application (TA) online within the stipulated time limit in a prescribed manner.
3. Verification and Authentication of data filled by the employees in the Transfer Application must be carried out specifically in the lights of Service Books/Service Records and various provisions of the Transfer guidelines for 2016-17 and other related instructions there in. It must confirm both Text & Format of the Transfer Application.
4. Cases of the employees under 40 years of age, Spouse cases/LTR/MDG/DFP/Widow/PH/Single Parent, employees with disabled dependent child need special scrutiny and attention to avoid any discrepancy.
5. Completeness of transfer application in all aspects and correctness of data filled in the application must be ensured personally by the Forwarding Officers before onward submission to KVS (HQ) within the prescribed time limit. Principals/In-Charge Principals & other Controlling Officers would be held personally responsible in this regard.
6. Representation, if any received with regard to Transfer Application (TA) from any employee should be disposed of within the stipulated time. A copy showing final status of transfer application should be printed and supplied to the employee by the KV/RO/ ZIET/HQ (as the case may be) as a token of final status of his/her Transfer Application. A copy of the finalized Transfer Application duly signed by the employee must be kept in the KV/RO/ ZIET/HQ for future references.
7. Principal in KV, Deputy Commissioner in Regional Office & Director in ZIET will provide necessary facilities, like adequate number of computers with internet connectivity for the employees to fill the online transfer application. However, an employee shall be at liberty to fill his/her transfer application from any place as per his/her convenience.
8. Data related to service & personal records of an employee need to be verified from the official records by the Principal/DC/Director etc. Date of Birth of employee, whether he/she has already completed tenure in a Hard/NER/Very Hard stations, whether any exemption has been given to him/her by the KVS against displacement, APAR grades should be confirmed & checked carefully.

9. In case of any Medical Ground Case (MDG), which will be mandatorily checked by the regional office/ ZIET in all matters & found liable to be rejected by the regional office/ZIET will be marked by the DC / Director with **Yes** or **No** in the box provided for this purpose in the application.
10. The tally of total employees posted in KVs and Regional Office of a particular region will be checked and certified by the regional office. The Director ZIET will also do the same in the case of employees of the ZIET.
11. It must be ensured by everyone associated in this process that transfer application is finally submitted error free and flawlessly. Many times, it has been experienced that mistakes committed by an individual or an official takes a long time to resolve & it costs heavily to the KVS in terms of energy, time, money and loss of other organizational interests.
12. Keeping in view past experiences, it has been decided by the competent authority, that, if any carelessness is shown and facts are suppressed, false & misleading information is provided deliberately, then, it shall be treated a willful misconduct of the officer concerned, therefore, stern disciplinary action shall be taken against the defaulter (s) under CCA/CCS rules.