

**CALENDAR OF ACTIVITIES FOR EFFECTING TRANSFERS FOR THE YEAR 2016**

For ready reference, calendar of activities in respect of Annual transfers 2016 for teaching employees up to PGT and non-teaching employees up to Assistant.

Sl. No.	Particulars of Events	Tentative last dates for the different activities
1.	Display of tentative vacancies on the website of KVS (HQ.).	29 <sup>th</sup> April, 2016
2.	Notification for calling of transfer applications online from the teaching and non-teaching employees.	29 <sup>th</sup> April, 2016
3.	Last date for the submission of online transfer applications by the teaching and non-teaching employees.	05 <sup>th</sup> May, 2016
4.	Scrutiny and verification of transfer applications submitted by the teaching and non-teaching employees by the Principal of the respective Vidyalaya and circulation of the copies of scrutinized transfer application form to the staff members of the Vidyalaya for their information.	09 <sup>th</sup> May, 2016
5.	Receiving of representation(s), if any from the staff of the Vidyalaya regarding the online transfer application submitted by them.	11 <sup>th</sup> May, 2016
6.	Disposal of representations, if any, received from the staff members by the Principal and updating the online applications on the basis of the outcome of representation. Approval of transfer application by the Principal and issue of a printed copy of transfer application to the individual applicant for information and as a token of acceptance.	12 <sup>th</sup> May, 2016
7.	Online submission of transfer applications of the staff members from Vidyalaya to Regional Office.	12 <sup>th</sup> May, 2016
8.	Checking of medical cases at RO/ ZIET, taking decision thereon & informing employees whose cases are rejected and tally of total number of teaching and non-teaching employees working in the Vidyalayas and in the Regional Office.	16 <sup>th</sup> May, 2016
9.	Display of tentative Transfer Count and Displacement Count on the website of Regional Office.	23 <sup>rd</sup> May, 2016

10.	Submission of representation, if any, by the staff members to DC RO through emails after display of Transfer and Displacement Count by the Regional Office.	25 <sup>th</sup> May, 2016
11.	Disposal of representation received by the Regional Office, from the Teaching and Non-teaching staff.	27 <sup>th</sup> May, 2016
12.	Online data Transfer from RO/ZIET to KVS(HQ)	30 <sup>th</sup> May, 2016
13.	Administrative transfer of employees below 40 years of age in Hard/Very Hard/ North East Stations (Only male teachers).	06 <sup>th</sup> June, 2016
14.	Intra-Station transfers against the vacancies.	13 <sup>th</sup> June, 2016
15.	Inter-Station request transfers against vacancies in respect of employees whose transfer counts are C2 and above.	16 <sup>th</sup> June, 2016
16.	Inter-Station request/Displacement transfers in respect of employees whose transfer counts are C1 & above and Displacement counts D1 and above.	20 <sup>th</sup> June, 2016
17.	Second Round of administrative transfer of employees below 40 years of age in Hard/Very Hard/ North East Stations.	24 <sup>th</sup> June 2016
18.	Submission of application by the teaching and non-teaching employees in the respective Vidyalaya who are seeking mutual transfers and transfer against No taker Vacancies.	30 <sup>th</sup> , June, 2016
19.	Scrutiny of mutual transfer applications by the Principal & decision thereon under intimation to concerned employee.	04 <sup>th</sup> July, 2016
20.	Disposal of representation by Principal/ concerned Controlling Officer under intimation to concerned employee.	11 <sup>th</sup> July, 2016
21.	Submission of Mutual Transfer / No taker vacancy applications from KVs to ROs.	13 <sup>th</sup> July, 2016
22.	Scrutiny, verification by RO and submission of final data of Mutual Transfer/Transfer against No taker vacancy application to KVS(HQ)	18 <sup>th</sup> July, 2016
23.	Transfer Orders for Mutual Transfer and Transfer against No taker vacancy.	22 <sup>nd</sup> July, 2016
24.	Corrections/modifications in transfer orders issued in respect of Surplus Redeployment/Displacement Transfer etc. If any discrepancy is found	31 <sup>st</sup> August, 2016
22.	Transfer orders approved by the Hon'ble HRM /The Chairperson, KVS.	30 <sup>st</sup> September, 2016
23.	Closure of Annual Transfer process of 2016-17	01 <sup>st</sup> October, 2016