



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

18 संस्थागत क्षेत्र/18 Institutional Area,

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F.1-1/2023/KVS HQ (Estt-II)/ 3383

Dated: 10.07.2023

The Deputy Commissioner/Director
Kendriya Vidyalaya Sangathan
Regional Offices/ZIETs

Subject: Invitation of Online Transfer Applications from Teaching employees up to PGT and Non-Teaching employees up to Assistant Section Officer for consideration of Annual Transfer 2023 - reg

Madam/Sir

With regard to the subject cited above, KVS hereby invites Online Transfer Applications from the employees of KVS for Annual Transfer 2023.

In this regard, the Calendar of Activities for Annual Transfer 2023, User manuals provided by NIC and FAQs are enclosed herewith for ready reference. The Principal/Controlling Officer must circulate all these documents to all employees working under his/her jurisdiction. All instructions and reference documents required to fill up the online transfer applications are also available on the KVS website www.kvsangathan.nic.in and transfer portal.

It may be noted that a sensitization meeting via Video Conference was conducted on the 7th July, 2023 regarding the new Transfer portal being developed by NIC to discuss and sensitize Regions and Vidyalayas on the portal and also the Transfer Policy 2023. Employees from all the Regions/ZIETs including DCs/directors/ACs/Principals/Teaching and Non-Teaching staffs of the Vidyalayas participated in the VC hosted by NIC and also the interactive session.

[Handwritten Signature]
10/07/2023

In this context following points are to be taken care of -

A) GENERATION OF USER ID AND PASSWORD OF EMPLOYEE

(Please also refer to the enclosed User Manual provided by NIC for the purpose)

1. The Controlling Officers i.e. Deputy Commissioner/Director ZIET / Principal shall visit the link <https://kvsonlinetransfer.kvs.gov.in> and after login with the credentials already made available to the respective Controlling Officer, the details of all employees working in their respective Vidyalaya/office should be filled by clicking on the option **Add Employee under employee details section, as per the Service Records available in the Office of the Controlling Officer.** This process is to be repeated to add all the employee(s) of their Vidyalaya/office one by one. The controlling officer has to click **Create Employee** option against each added employee to generate their individual credentials (user-id and passwords). The Controlling Officer is to ensure that the user ID and password of all regular employees under his/her jurisdiction/Office has been created. A print of the listed data as seen in the dashboard of the Controlling Officer may be kept for future reference and office record.
2. The credentials (i.e. the user ID and password) generated by the Controlling Officer will be sent to the concerned employee on their registered e-mail id and registered mobile number (available with the Office records of the Controlling Officer). Employee can login into the portal with these credentials (user-id and password) received through e-mail and SMS on registered mobile number. **Employees must ensure that active email IDs and mobile numbers are provided to the Controlling Officer.**
3. In case, an employee forgets his/her "Default Password", he/she can contact his/her Controlling Officer.
4. In case, the Office/Vidyalayas is/are closed due to Holiday or any other reasons, it is the duty of the Controlling Officer to inform the employee (in writing/e-mail/telephonic communication etc.) to ensure filling of their respective online applications.

B) PROCEDURE TO FILL ONLINE TRANSFER APPLICATION

(Please also refer to the enclosed User Manual provided by NIC for the purpose)

All Controlling Officers/employees are requested to go through the KVS Transfer Policy 2023 carefully before starting the process of filling the online application.

Complete online transfer form comprising two parts and they will be filled in two phases, filling of form in both phases is compulsory for all.

- i. **Phase 1** – Filling of "**Employee Profile**" and
- ii. **Phase 2** – Filling of "**Employee Transfer**"

[Signature]
10/09/2023

1. Employees can access their accounts on the basis of the credentials generated above (as detailed at para A above) and fill up their transfer application online. The time schedule and datelines should be strictly followed. No employee shall be allowed to submit his/her application after due date.
2. Before final submission of the online application form (Part 1 at Phase 1 – Filling of “**Employee Profile**”) by the employee, employee must ensure that she/he has filled up information in all required fields as per service records and has checked and re-checked the correctness of all entries as filled in and fully satisfied that the details are as per the Transfer Policy - 2023. Suppression of information/providing wrong information of any kind may attract disciplinary action as per relevant rules.
3. In case of any doubt/dispute, the employee may contact the respective Controlling Officers. It is to be noted that the correctness of the total Displacement Count (DC)/ Transfer Count (TC) of the respective employee is to be checked and confirmed by the employee. Any issues on the same may be reverted back to the Controlling Officer.
4. The employee shall save a digital copy and also print a copy of his/her submitted transfer application for future reference and record.
5. After taking care above points, the employee will submit his/her online application on the portal and on submission, the same will be forwarded to the Controlling Officer for verification and approval.
6. Controlling Officer will regularly check his/her dashboard and verify/authenticate the details in “**Employee Profile**” with official records of the employee. Once verified/authenticated by the Controlling Officer, this data in “**Employee Profile**” cannot be changed by either the employee or the Controlling Officer. Hence, it is advised to apply utmost discretion and care by the employee and Controlling Officer, while filling up data and subsequent verification.
7. After verification & submission of Application form by Controlling Officer, employee will get notification through email to proceed further as per calendar of activities for Phase 2 - Filling of “**Employee Transfer**”.
8. Employee should fill ‘**Employee Transfer**’ with already generated/same login credentials. Employees are again advised to apply utmost discretion and care while filling up the same as once the ‘**Employee Transfer**’ is submitted by the employee, it will get automatically submitted to the Controlling Officer for final onward submission. It must be noted that once online application form in Phase 2-“**Employee Transfer**” is submitted by the employee, it cannot be edited or modified by either the employee or the Controlling officer.

Ajitha
15/07/2023

9. As the correctness of the information being filled in the Transfer Application Form has to be ensured by an employee, therefore, once orders generated on the basis of information submitted, will not be modified/cancelled later under any circumstances. Para 3 (iv) of Part I of the KVS Transfer Policy, 2023 may be referred to in this regard.

C. VERIFICATION OF TRANSFER APPLICATION BY CONTROLLING OFFICER

(Please also refer to the enclosed User Manual provided by NIC for the purpose)

1. The Controlling Officers are required to regularly check and start verification of Part 1 in Phase 1- "**Employee Profile**" submitted by the employees at their end as soon as they receive filled "**Employee Profile**" on their dashboard and they should not wait for last date as given in the time schedule. The correctness of each and every entry filled by the employees in the "**Employee Profile**" should be examined carefully and be verified from the service records of the employees concerned.
2. The Controlling officer will check and verify details of every employee under his/her jurisdiction/Office on the basis of the service records of the employee concerned before approving his/her "**Employee Profile**" in Phase 1.
3. In case, any discrepancy is found, it should be rectified at the level of the Controlling Officer after bringing it to the notice of the employee concerned. All disputes/issues raised by the employees shall be settled by the Controlling Officer before approving their "**Employee Profile**". A print out of the final application after Phase 1 duly signed by the employee concerned and his/her controlling officer, be provided to the employee and also to be retained in the office record.
4. Once "**Employee Profile**" is approved by the Controlling Officer, no change/modification is allowed.
5. In Phase 2, (filling of "**Employee Transfer**") Controlling Officer can only see detail filled in by employee ("**Read only**"). Controlling Officer has to ensure timely onward submission of the "**Employee Transfer**" on the portal on or before the 19th July, 2023.
6. The Controlling Officer will save a copy of complete transfer application (filled in both phases) of every employee after approving it and will keep respective employee's physically signed copy for future reference and record.
7. No request for any change in "**Employee Profile**" and "**Employee Transfer**" for correction/cancellation shall be entertained by the KVS (HQ) once it is submitted. The individual employee concerned and Controlling Officer should exercise utmost caution and vigilance while filling/approving the same.

Aisela
10/07/2023

8. In case of those employees who are on long leave or out of the country during the scheduled period and are not able to fill their transfer application, in such a situation Principal/Controlling Officer shall fill the Part 1 ("Employee Detail Profile") of the Transfer application. However, Controlling officer may fill the preferences for stations of Part 2 – Phase 2 ("Employee Transfer Detail") in application if the same has been communicated in writing by the concerned employee.
9. Certain documents (certificate/undertakings), as applicable, are to be uploaded at the time of filling "**Employee Profile**", the formats for which has already been circulated earlier. The Original Certificates (in physical formats) shall be submitted to the Controlling Officer and he/she will verify and retain the same in office record and will ensure that same has been uploaded on the portal. No certificate or form shall be send to KVS RO/HQ by the employee in Physical form.
10. The Controlling officers are required to tick/check (✓) the 'Mandatory Declaration' by the Principal/Controlling Officer as given in the last page of the transfer application. If, on later stage, it is found that undue benefit has been allowed to an employee or due benefit has been ignored then the responsibility will be fixed with the Controlling Officer and disciplinary action will be taken up against such defaulters.

D) GENERAL INSTRUCTIONS

1. Tentative vacancies will be made available on the KVS website/Transfer portal for the reference of employees but it must be noted that these vacancies are tentative and may change at any time without any prior intimation.
2. In case any grievances/discrepancies pertaining to filling online details in "**Employee Profile**" and "**Employee Transfer**" employee concerned can submit the same to the Principal/Controlling officer only within the stipulated time limit as per the calendar.
3. As soon as the grievances/discrepancies are received from the employee concerned, the Principal/Controlling officer will take appropriate measure at their level to resolve it. In case, if it cannot be resolved at his/her level, the same to be forwarded to the KVS RO, after due examination/verification.
4. Grievances/discrepancies submitted either directly by an employee to the KVS RO or HQ by post/or any other modes/or any other format, will not be entertained.
5. Every Regional Office will constitute a team consisting of 3 to 5 responsible officials and headed by an Officer of the rank of Assistant Commissioner or a senior Principal which will act as the Co-ordinating Team (for the respective Region) for the Annual Transfer Process 2023. The name, designation, mobile no. and email ID may be circulated to all Vidyalayas in the Region for any assistance and the same may also be forwarded to KVS HQ also.

Ajith
10/09/2023

6. The Regions will further set up a Help Desk (telephone and email) monitored by the respective Deputy Commissioners /Director, to help employees to fill the form and resolve grievance/ discrepancies if any.
7. Deputy Commissioners are requested to monitor the process of filling online transfer applications and review the same on day to day basis in respect of their regions and issue the necessary directions to the Vidyalayas in this regard.
8. **A link to access the Transfer Portal for filling online transfer application will be available on the homepage of the website of KVS (HQ) i.e. www.kvsangathan.nic.in and will be activated w.e.f. dated 10.07.2023.**


D) STEPS TO BE FOLLOWED

As elaborated in the enclosed NIC User Manuals.

This issues with the approval of competent authority.

This may be treated as **most important and urgent**.

Yours faithfully,


(Ajeeta Longjam)
Joint Commissioner (Admn.-I)

10/07/2023

Enclosures:

1. KVS Transfer Policy 2023.
2. Calendar of activities for annual transfer 2023
3. User Manuals provided by NIC (for Administrator and for employee)
4. FAQs

Copy to:

1. All Principals of KVs through respective Regional Offices for necessary action.