



KVS Employee Platform User Manual

“Administrator (Principal)”



National Informatics Centre
Ministry of Communications & Information Technology
New Delhi

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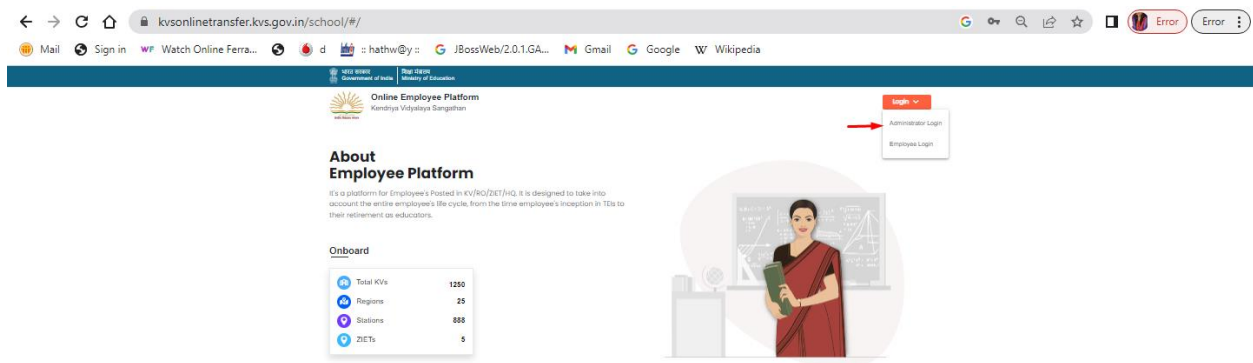
1. Introduction

KVS employee platform allows management of essential employee (Teaching and Non Teaching) information for easy access and update employee profiles, including personal details and postings. The platform provides a secure and efficient way to store and retrieve employee data, ensuring accuracy and accessibility. It also facilitates for employee transfer as per the transfer policy.

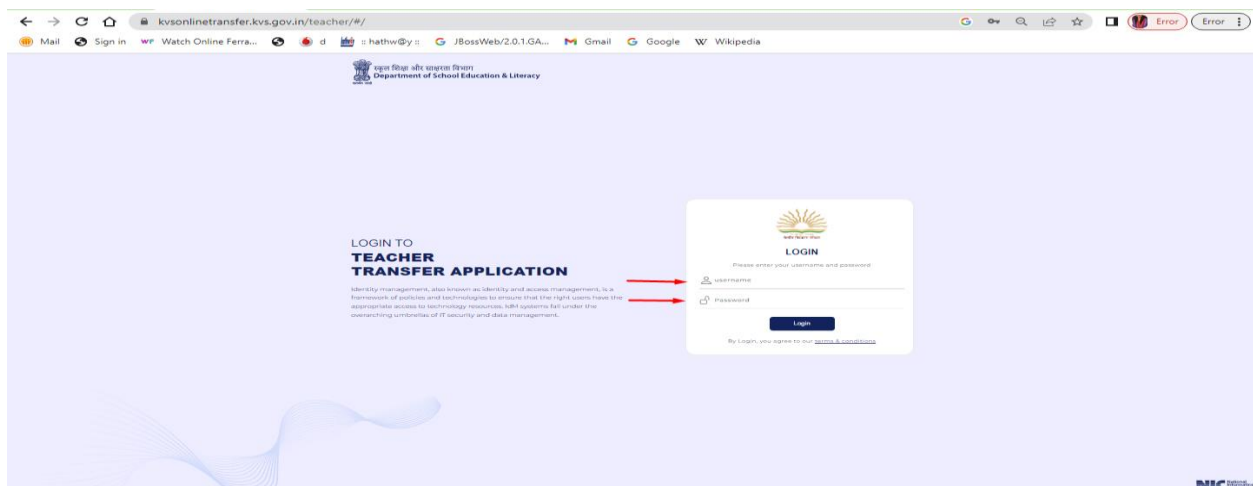
2. Login to KVS Employee Platform

This is the first step to enter in the application. In this screen, User will see two login(s) i.e., Administrator Login & Employee Login. As, this document is dedicated for Administrator (Principal) Login, so, User should have click on the Administrator Login as below mentioned process.

1. Browse URL <https://kvsonlinetransfer.kvs.gov.in/#> & then School User will be welcomed by the below screen.
2. Select “Administrator Login” button from dropdown & click.



3. On the Login Screen, type in Username & Password & click “Login”.



3. Dashboard

1. Once logged in, User will see the Dashboard of the application.
2. The Dashboard also show the data, such as:
 - a) Total teaching staff – This section will show the total no. of teaching staff, of which we filled the details.
 - b) Total non teaching staff - This section will show the total no. of non teaching staff, of which we filled the details.
 - c) **Total Staff** - This section will show total staff including the details of below mentioned staff.
 - i. Verified staff – In this, verified staff no. will be shown.
 - ii. Pending at school – If school has not yet verified the employee, and then this will be reflected here.
 - iii. Pending at staff – If school has initiated but employee did not fill the information then it will be appeared here.
 - iv. Initiated by school – No. of Employees for who account has been created by school.
 - v. Not initiated – No. of Employees whose account has not been created by school.

The screenshot shows a web browser window with the URL `kvsonlinetransfer.kvs.gov.in/school/#/teacher/profile`. The browser's address bar and tabs are visible at the top. Below the browser, the dashboard interface is shown. On the left, there is a navigation menu with options: Dashboard, Employee Details, Employee Transfer, Change Password, and Logout. The main content area displays the following information:

Region Name (Code)	Station Name (Code)
GLURUGRAM(02)	GLURUGRAM(547)

Summary Cards:

- Total Staff:** 69
- Verified Staff:** 21
- Pending at School:** 23
- Pending at Staff:** 2
- Initiated by School:** 23
- Not Initiated:** 0

Teaching Staff Summary:

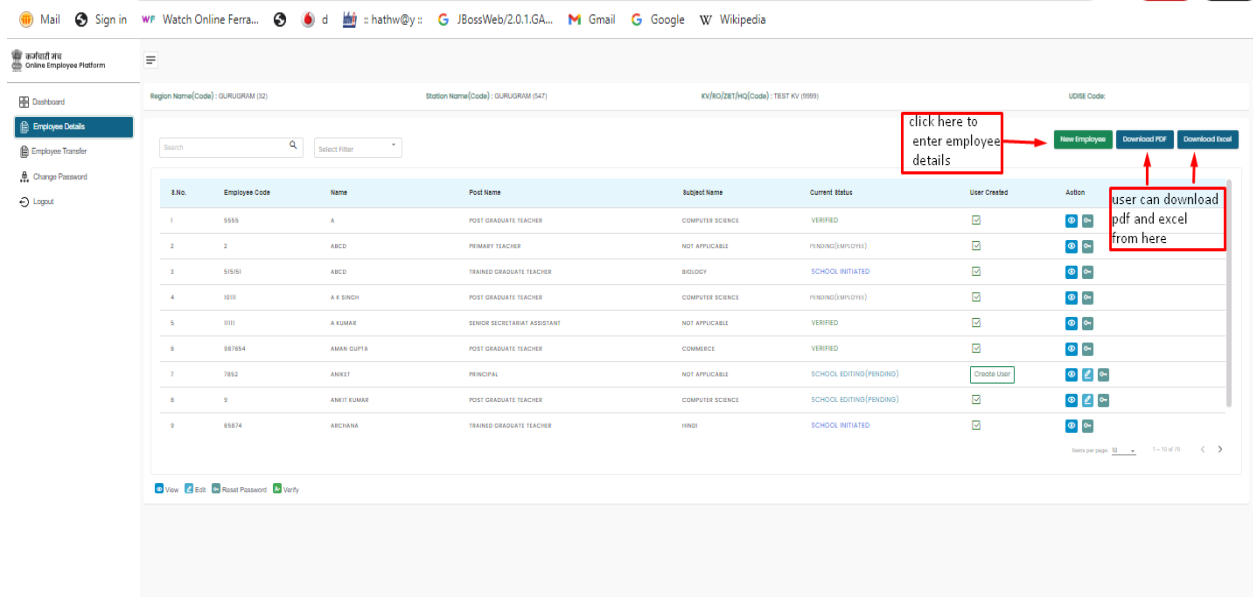
- Total Teaching Staff:** 41

Male	29
Female	12
- Total Non Teaching Staff:** 28

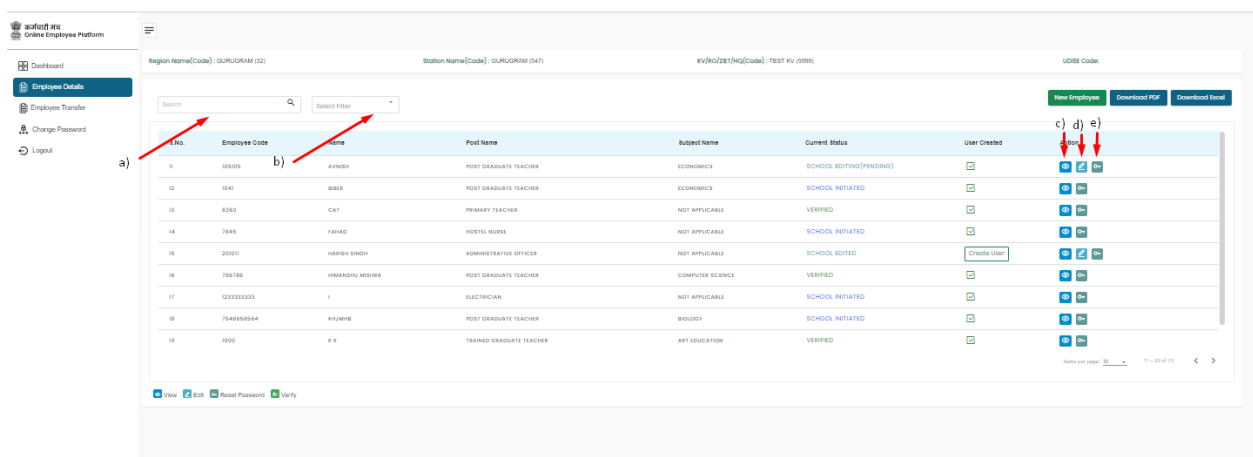
Male	18
Female	10

3. Functions of Employee Detail

1. In this screen, three functionalities are their; such as, New Employee, Download PDF & Download Excel.
 - i. New Employee – In this function, controlling authority can create profile of employee. To create New Employee, click on the “Employee Details” Button.
 - ii. Download PDF – By this function, user is able to download employee’s details in PDF format.
 - iii. Download Excel - By this function, user is able to download employee’s details in Excel format.



2. In this section, user will find various functionalities about employee details.
 - a) Search Name - This Functionality is used to search a staff by employee code, name, date of birth and user id.
 - b) Select Filter - This functionality is used to sort teaching and non teaching staff.



c) View Icon - View is used to check employee profiles.

d) Edit Icon - Edit is used to edit the employee profile.

e) Verified Icon - Verified is used to indicate that staff had finally submitted his/her profile.

- The User can click on Confirm & Verify button to confirm profile.
- The User can click on Cancel button to cancel profile.

kvsonlinetransfer.kvs.gov.in/#/teacher/kvsTchDetails

Permanent District	GARIABAND		Permanent Pin Code	241212		
Disability						
Any kind of Disability	No		Type of Disability	Not Applicable		
Spouse Details						
KVS Employee	No	Central Government Employee	No	State Government Employee	No	
None of these	No	Spouse Name	Spouse Station			
Experience						
School Name	From	To	Nature of Appointment	Position Held	Appointed for Subject	Transfer Ground
TEST KV	2022-02-01		Regular	POST GRADUATE TEACHER	COMMERCE	null
ZIET BHUBANESHWAR	2020-11-02	2021-12-31	Regular	TRAINED GRADUATE TEACHER	MATHEMATICS	Promotion
R O BHOPAL	2019-02-01	2020-10-31	Regular	PRIMARY TEACHER	NOT APPLICABLE	Direct Recruitment
Miscellaneous						
Whether the employee is seeking benefit of spouse who is working at the same station where employee is posted/transfer is being sought for.					No	
Whether the employee is seeking benefit of medical ground (MDC Ground).					No	
Whether the employee is seeking benefit of single parent (SP Ground).					Yes	
Whether the employee is seeking benefit of Death of Family Person (DFP Ground).					Yes	
Whether you are main care-giver to the person with disability in the family (i.e spouse or own son/own daughter).					Yes	
Members of JCM at KVS Regional Office (R3CM) / KVS Headquarters (N3CM).					R3CM	
Whether disciplinary proceedings are in progress.					Yes	
Period of continuous absence(except maternity leave).					2	

[Cancel](#) [Confirm & Verify](#)

3. Employee Detail Form

Any field with asterisk*mark is compulsory and must be filled to move to next tab.

1. Profile – In this section, user have to fill desired details.

a) Employee Code - Provide the employee code. This is required field.

- b) Full Name – Full name of the employee.
- c) Gender – Male / Female
- d) Date of Birth – Enter DOB in DD-MM-YYYY format.
- e) Mobile No. – Enter carefully mobile no. of the employee, as UID & Password will be shared on this no.
- f) Email – Enter valid email id.
- g) Have you been recruited under special recruitment for NER? – Yes / No
- h) Present KV/RO/ZIET/HQ Name (Code) – Will be Generated by default.
- i) Present Station Name (Code) – Will be generated by default.
- j) Present Post Name (Code) – In this, select the post of the Employee by dropdown menu.
- k) Subject Name (Code) – In this, user has to select subject Name of the Employee.
- l) DoJ in Present KV/RO/ZIET/HQ in present post – Enter date of joining in present KV.
- m) DoJ in Present Station irrespective of Cadre – Enter date of joining irrespective of Cadre.
- n) DoJ in KVS in Present Post - Enter date of joining in present post.
- o) Staff Type – It will be automatically selected as per the Employee Post.

The screenshot shows the 'Basic Profile' form for NEHA GOYAL. The form is divided into several sections:

- Employee Code:** 122001
- Full Name:** NEHA GOYAL
- Date of Birth:** 12/12/1990
- Gender:** Female
- Mobile:** 9876543210
- Email:** neha@gmail.com
- Have you been recruited under special recruitment for NER?:** No
- Present KV/RO/ZIET/HQ Name (Code):** 1221 KV (0000)
- Present Station Name (Code):** GURUGRAM (000)
- Present Post Name (Code):** HINDI (HINDI) (000000)
- Subject Name (Code):** NOT APPLICABLE (000)
- DoJ in Present KV/RO/ZIET/HQ in Present Post:** 12/12/2019
- DoJ in Present Station irrespective of Cadre:** 12/12/2019
- DoJ in KVS:** 12/12/2019
- Staff Type:** Teaching

A red arrow points to the 'Save' button at the bottom right of the form.

2. After click on the Save button, Ok dialog box will appear in which User have to click on Ok button to save successfully.

The screenshot shows the 'Personal Information' form for NEHA GOYAL. The form is dimmed, and a success dialog box is displayed in the center. The dialog box contains a green checkmark and the text 'Your Data has been saved Successfully!' with an 'OK' button.

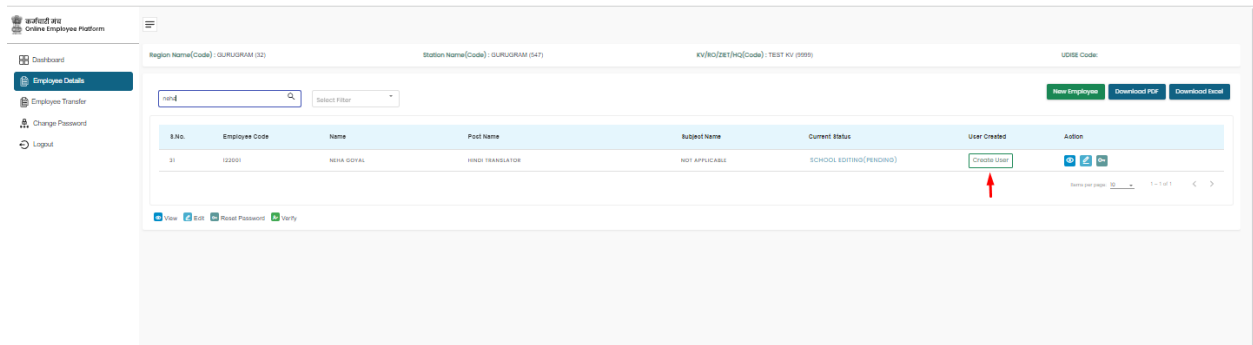
The background form includes fields for:

- Personal Information:** Correspondence Address, State, District, Pin Code, Home Town Address as per Service Record, State, District, Pin Code.
- Do You Have Any Kind of Disability?:** No
- Marital Status:** Married, Single, Widow/Widower

Buttons for 'Save', 'Previous', and 'Next' are visible at the bottom right of the form.

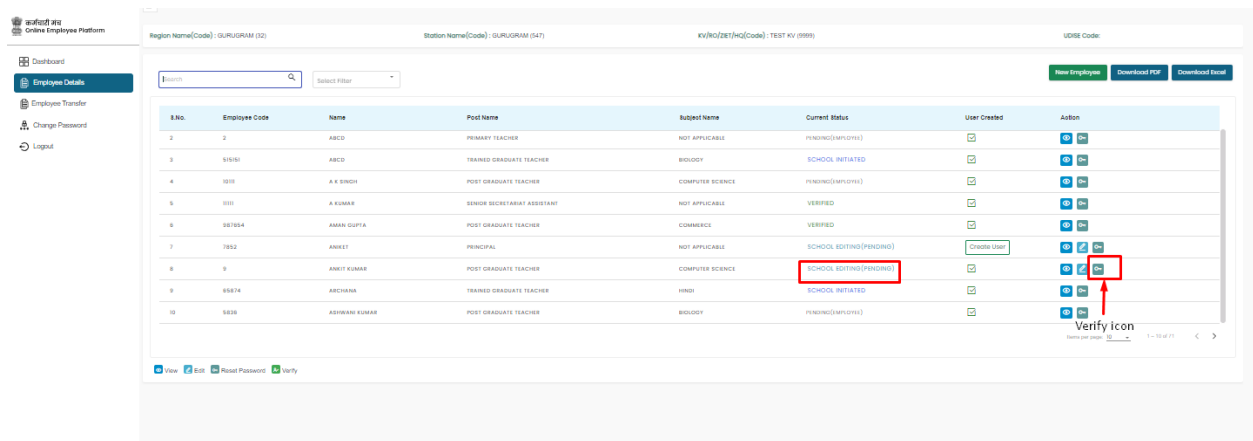
4. Create User

1. In this page, user can see the employee’s data to Create User.
2. To Create User, click on the Create User button.
3. After successful creation of User, Employee will receive a message on his/her registered Mobile No. and email id , which is included with his/her UID & Password.



5. Verify Employee

1. After filling all details by Employee, the Status will be changed as Pending (School), as shown below.
2. Now, User will verify the details, filled by the Employee, by click on the Verify Icon.



3. After click on Verify Icon, below screen will be appear, containing of all filled information.
4. In this Screen, User has to click on 'Confirm & Verify' button.

Profile Details

KV / Institution Code	9999	Present KV / Institution Name	TEST KV(9999)	Employee Code	786786
Employee Id	TISS	Name	Himanshu Mishra	Gender	Male
Date of Birth	1990-12-16	Email	hm36129@gmail.com	Mobile Number	9371655649
Marital Status	Unmarried	Present Station Name	GLURUGRAM(547)	Present Station In Present Post Date	2013-11-05
Present KV in Present Post Date	2018-12-03	Present post name	POST GRADUATE TEACHER	Present post date	2013-11-05
Subject Name	COMPUTER SCIENCE	Staff Type	Teaching		

Information

Correspondence Address	fa	Correspondence State	Delhi	Correspondence District	New Delhi
Correspondence Pin Code	110085	Permanent Address	ITA	Permanent State	Uttar Pradesh
Permanent District	KANPUR NAGAR	Permanent Pin Code	208001		

Disability

Any kind of Disability	No	Type of Disability	Not Applicable
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Spouse Details

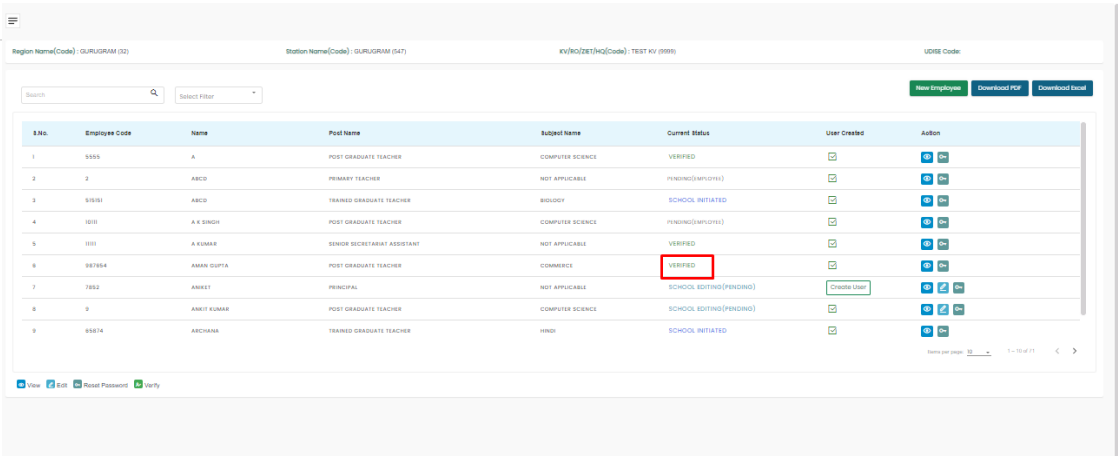
KVS Employee	No	Central Government Employee	No	State Government Employee	No
Name of these	No	Spouse Name		Spouse Station	

Experience

School Name	From	To	Nature of Appointment	Position Held	Appointed for Subject	Transfer Ground
TEST KV	2018-12-03		Regular	POST GRADUATE TEACHER	COMPUTER SCIENCE	null

Miscellaneous

Whether the employee is seeking benefit of spouse who is working at the same station where employee is posted/transfer is being sought for.	No
Whether the employee is seeking benefit of medical ground (MDC Ground).	No
Whether the employee is seeking benefit of single parent (SP Ground).	No
Whether the employee is seeking benefit of death of Family Person (DFP Ground).	No
Whether you are main care-giver to the person with disability in the family (i.e spouse or own son/own daughter).	No
Members of JCM at KVS Regional Office (RDCM) / KVS Headquarters (NDCM).	None
Whether disciplinary proceedings are in progress.	No
Period of continuous absence(except maternity leave).	0

5. After confirming, below screen will appear, in which Current Status will change to 'Verified' from 'Pending (School)'.


Region Name[Code]: GLURUGRAM (30) Station Name[Code]: GLURUGRAM (547) KV[No][ZET][HQ][Code]: TEST KV (9999) UDISE Code:

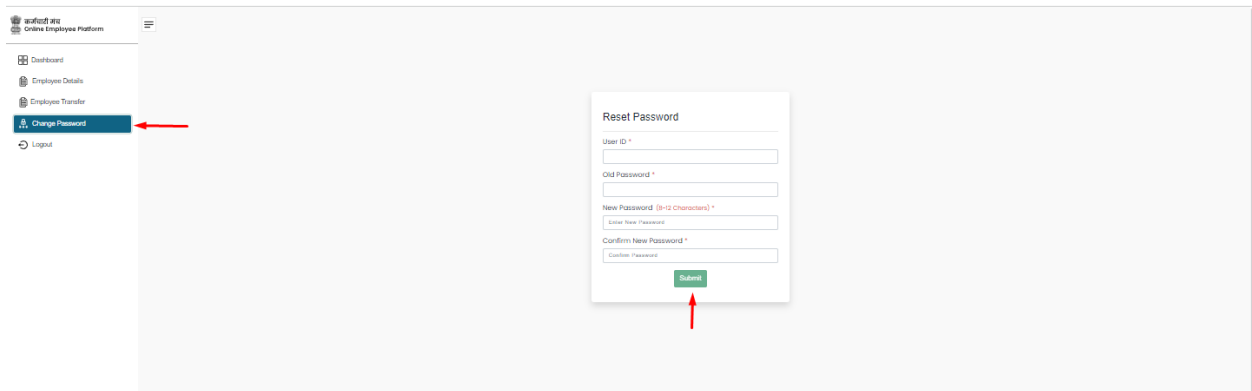
Search: Select Filter:

S.No.	Employee Code	Name	Post Name	Subject Name	Current Status	User Created	Action
1	5555	A	POST GRADUATE TEACHER	COMPUTER SCIENCE	VERIFIED	<input checked="" type="checkbox"/>	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
2	J	ABCD	PRIMARY TEACHER	NOT APPLICABLE	PENDING(SCHOOL)	<input checked="" type="checkbox"/>	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
3	515/51	ABCD	TRAINED GRADUATE TEACHER	BIOLOGY	SCHOOL INITIATED	<input checked="" type="checkbox"/>	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
4	1011	A K SINGH	POST GRADUATE TEACHER	COMPUTER SCIENCE	PENDING(SCHOOL)	<input checked="" type="checkbox"/>	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
5	1111	A KUMAR	SENIOR SECRETARIAT ASSISTANT	NOT APPLICABLE	VERIFIED	<input checked="" type="checkbox"/>	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
6	987654	AMAN GUPTA	POST GRADUATE TEACHER	COMMERCE	VERIFIED	<input checked="" type="checkbox"/>	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
7	7852	ANKEI	PRINCIPAL	NOT APPLICABLE	SCHOOL EDITING(PENDING)	<input type="button" value="Create User"/>	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
8	9	ANKEI KUMAR	POST GRADUATE TEACHER	COMPUTER SCIENCE	SCHOOL EDITING(PENDING)	<input checked="" type="checkbox"/>	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
9	65874	ARCHANA	TRAINED GRADUATE TEACHER	HINDI	SCHOOL INITIATED	<input checked="" type="checkbox"/>	<input type="button" value="Edit"/> <input type="button" value="Delete"/>

6. Change Password

If user wants to change Password, then user should have reach to this page, by click on the “Change Password”.

1. User ID – User have to write user ID (it is compulsory to mention).
2. Old Password – User have to mention old password i.e, default password “system123#”. If not changed earlier.
3. New Password – Enter New Password here (8-12 characters).
4. Confirm New Password – Confirm new password.
5. Submit – After fill all details, user need to click on “Submit” button.



The screenshot displays the 'Reset Password' form within the KVS Employee Platform interface. The form is titled 'Reset Password' and contains the following fields and elements:

- User ID ***: A text input field for the user's ID.
- Old Password ***: A text input field for the current password.
- New Password (8-12 Characters) ***: A text input field for the new password, with a small icon indicating password strength requirements.
- Confirm New Password ***: A text input field for re-entering the new password.
- Submit**: A green button at the bottom of the form to submit the changes.

Red arrows in the image point to the 'Change Password' option in the left-hand navigation menu and the 'Submit' button on the form.