

**KENDRIYA VIDYALAYA SANGATHAN  
18, INSTITUTIONAL AREA  
SHAHEED JEET SINGH MARG  
NEW DELHI -110602.**

**F.11046/03/2010-11/KVS HQ (Estt-II)**

**Dated: 17.03.2010**

The Assistant Commissioner,  
Kendriya Vidyalaya Sangathan,  
**All Regional Offices.**

**Sub:** Effecting Intra - Station Transfer including change of shift 'on request' in respect of teaching and non-teaching staff of Kendriya Vidyalayas for the year 2010-2011- applications regarding.

**Madam/Sir,**

A modification to sub Para 16.1 of the Transfer Guidelines, 2006, currently in force, has been made as follows:-

a) A new Sub-para 16.1(i) has been inserted in the Transfer Guidelines, 2006 as under:-

“The Assistant Commissioner Shall effect transfer of Teaching/Non-Teaching Staff members, sought on request, from one Kendriya Vidyalaya to other Kendriya Vidyalaya on the same station against a clear vacancy, and shall notify it by 20<sup>th</sup> of March.

In case of rival claimants requesting for transfer to a particular school, the applicant belonging to MDG, DSP, Physically Challenged Categories shall be given preference. In the same category if there are more claimants the station-senior most claimant shall be given preference.

Request for change in shift shall also be considered in the same manner”.

b) The existing sub-para 16.1 of the Transfer Guidelines will become sub-para 16.1(ii).

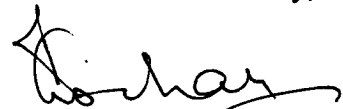
2. For implementing the above mentioned amendment for this year, fresh applications are to be invited from teaching and non-teaching staff of Vidyalayas (excluding Principals and Vice-Principals). This has to be made before the issue of inter-region transfers. In order to complete this exercise in a time bound manner, the following steps are required to be taken urgently : -

- i) The existing vacancies of each station of your Region as on 1.4.2010 will be displayed on the website of the Regional Office by 18.03.2010.
- ii) Advertisement inviting applications and giving the schedule of various activities involved in this process will be got published on 19.03.2010 in widely circulated local newspapers. Draft advertisement is enclosed as **Annexure-I**. The application form and instructions to fill in the form will be displayed on the website.
- iii) The employees desirous of seeking intra station transfer against a clear vacancy will submit their applications in the prescribed format enclosed as **Annexure-II** to the Principal by 23.03.2010. Even those employees, who could not apply due to non completion of one year at a station in case of female and three years in case of male, may also apply for intra station transfer under the above provision.

- iv) The Principal after verifying the facts mentioned in the application will forward the same to the Assistant Commissioner by 25.03.2010. Unsigned applications or applications for resultant vacancy shall not be entertained and forwarded by the Principal.
- v) The Regional Office shall not entertain any application from any employees directly. It shall carefully scrutinize all the applications received through the Principals and notify the proposed transfers on its website on 27.03.2010. Only applications for clear vacancies (not resultant vacancies) shall be considered.
- vi) Regarding any discrepancy about the proposals of transfers displayed on the website by the R.O., the employees can submit their representations, if any, by 29.03.2010 by e-mail or deliver it in person in writing to the Regional Office, the receipt of which shall be acknowledged.
- vii) The Regional Office shall examine the representations received from the employees and make necessary corrections before finalizing the orders of transfer. The final transfer orders shall be notified by the R.Os. on their websites on 31.03.2010. Despatch of orders shall take place immediately after that.
- viii) After issue of final transfer orders the vacancy position as on 01.04.2010 including resultant vacancies created due to this exercise shall be intimated/furnished in the computer programme already sent to you through E-mail on 15.03.2010 to KVS (HQ) latest by 1.4.2010.

This issues with the approval of the competent authority.

Yours faithfully,



**(RAJIVA LOCHAN)**  
**EDUCATION OFFICER (ESTT.)**

Encl.: As above.

NOTICE

In the wake of the amendment in the Transfer Guidelines 2006 approved in the 86<sup>th</sup> meeting of the BOG held on **15.03.2010**, now the intra station transfers on request will be made before the inter-regional transfer. For this applications are invited from the **Teaching and Non-Teaching staff (excluding Principals and Vice-Principals)** working in Kendriya Vidyalayas of this region for **Intra-Station** transfer for the year **2010-11** as per the following schedule:

1. Date of Advertisement in the Newspaper .. 19.03.2010
2. Date of submission of application to the Principal .. 23.03.2010
3. Forwarding of application by the Principal to A.C .. 25.03.2010
4. Notification of proposed transfers on the websites by the R.O .. 27.03.2010
5. Representation, if any, by the applicant through *e.mail* or in person .. 29.03.2010
6. Notification of final Transfer by the Regional Office .. 31.03.2010

The amended provision of the Transfer Guidelines, format of application and the instructions for filling up the application may be downloaded from the websites of KVS(HQ)/Regional Office/K.V.

## KENDRIYA VIDYALAYA SANGATHAN

**FORMAT OF APPLICATION FOR TRANSFER ON REQUEST FROM ONE KENDRIYA VIDYALAYA TO OTHER KENDRIYA VIDYALAYA ON THE SAME STATION (INTRA STATION) AGAINST CLEAR VACANCY FOR THE YEAR 2010-11**

- Note: 1. Read instructions as overleaf carefully before filling up.  
2. Submit only one application through proper channel.

**(UNDER SUB-PARA-16.1(i) OF THE KVS TRANSFER GUIDELINES)**

(Strike out whichever is not applicable & authenticate cutting/overwriting by putting full signature)

1. Name of the applicant: Shri/Smt./Miss: \_\_\_\_\_
2. Post & Subject : \_\_\_\_\_
3. Name of the present K.V. with shift : \_\_\_\_\_
4. Date of Birth (DD/MM/YYYY) : \_\_\_\_\_
5. Date of joining in present post in KVS : \_\_\_\_\_
6. Date of joining in present post:-
  - a) In the present Vidyalaya : \_\_\_\_\_
  - b) At the present station : \_\_\_\_\_
7. Details of last transfer/joining at present K.V./Station :-

Transferred		Year of transfer	Ground of Transfer/placement whether Request/Public interest/ Mutual / Admn. Ground/ Direct recruitment/ Promotion or any other ground. (Please indicate specific ground).
From K.V./Station	To K.V./Station (Name of the present KV/ Station)		

8. Transfer sought to the Kendriya Vidyalayas on the same station against clear vacancies in order of preference (please mention three choices only).

Names of Kendriya Vidyalayas with shift

- (1).....  
(2).....  
(3).....

9. Ground of transfer sought (please clearly mention whether MDG/DSP/ Physically challenged category or any other ground as specified in KVS transfer guidelines and also attach certificate).  
.....

I, Shri/Smt./Kum. \_\_\_\_\_ S/o, W/o, D/o

do hereby affirm that the information given in Sl. No. 01 to 09 above are correct and I understand that wrong/suppressed information shall render me liable for disciplinary action.

**UNDERTAKING**

I fully understand that my transfer from one Kendriya Vidyalaya to another Kendriya Vidyalaya against a clear vacancy on the same station will render my earlier request for Inter/Intra Regional Transfer infructuous and in no way confer any immunity from the existing provisions of displacement to other station as given in the relevant paras of the transfer guidelines-2006 amended from time to time.

(Signature of the employee with date)

Countersigned by the Principal with date

**FOR OFFICE USE ONLY**

1. Disciplinary case is pending/contemplated/not pending/not contemplated against her/him.
2. The details furnished by the applicant in Sl. No. 01 to 09 of the application form have been verified from service records and found correct.
3. He/she was on leave/absent without pay during the period \_\_\_\_\_ and is still away/not away from duties.
4. Whether the applicant is surplus or not (Yes/No) \_\_\_\_\_ and reason for being surplus.....
5. Ground of transfer as preferred in the application form at Sl.No. 9 above by the applicant has been verified and found correct as per the transfer guidelines.
6. Any other specific point desired to be indicated.

(Signature with date)  
Name & Seal

(To be signed by Principal in case of KV staff & by the Asstt. Comm. in case of R.O. staff)

**INSTRUCTIONS ON HOW TO FILL THE FRESH APPLICATION FORM ARE AS UNDER:-**

- (i) Eligible employees desirous of seeking Intra Station transfer can prefer only one application. The applications must conform to the given format both in form and content.
- (ii) No enclosure is allowed with the application except wherever specifically asked for (para - 9)
- (iii) Verification of applications submitted on MDG/DSP & PCE grounds is to be done by Regional Office on the basis of latest certificate.
- (iv) Over-writing must be attested by full signature.
- (v) The application, declaration and undertaking must be signed by the employee herself/himself.
- (vi) The applications received after due date or unsigned will be rejected summarily.

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