



केन्द्रीय विद्यालय संगठन (मुख्यालय)

Kendriya Vidyalaya Sangathan (HQ)

18, संस्थागत क्षेत्र, / 18 Institutional Area,

शहीद जीत सिंह मार्ग /Shaheed Jeet Singh Marg

नई दिल्ली /New Delhi – 110016

दूरभाष/Telephone: 011-26858570

वेबसाइट/Website: www.kvsangathan.nic.in

F.1-1/2021/KVS HQ (Estt-II)

Dated: 08.09.2021

TOP PRIORITY/MOST URGENT

The Deputy Commissioner/Director,
Kendriya Vidyalaya Sangathan,
All Regional Offices/ZIETs.

Sub: Notification of KVS Transfer Guidelines 2021 for non-teaching staff up to Assistant Section Officer and teaching staff up to PGTs – regarding.

Madam/ Sir,

With reference to the subject cited above, this is to inform that Transfer Guidelines of KVS 2021 for non-teaching staff up to Assistant Section Officer and teaching staff up to PGTs duly approved has been notified through KVS website on 06.09.2021.

You are, therefore, directed to circulate these Transfer Guidelines in all Kendriya Vidyalayas of your region/ZIET/RO etc. The Principals should be directed to take printout of sufficient copies of Transfer Guidelines and to keep them in the library and staff rooms of the Vidyalayas for perusal of staff members. The controlling officers should make all efforts to make these guidelines known to each and every employee of the Vidyalaya.

Schedule of Annual Transfer 2021 will be notified in due course of time. Meanwhile, it is desired that KVS employees who are eligible for applying for request transfer in 2021 and willing to do so, they must keep their documents/certificates ready in support of their claims as Single Parent/Medical Ground Case/Disability Certificate/PH Certificate etc. To avoid any controversy/inconvenience at last moment, every employee should act well within the time to arrange all these documents/certificates.

Grading/Points of APARs of employees of preceding 02 years should be made available to the Principal by the Regional Office in advance.

Hindi version of the Transfer Guidelines is being sent separately.

This must be given **Top Priority**.

Yours faithfully,

(Dr. E. Prabhakar)

JOINT COMMISSIONER (ADMN.)

Enclosure: As above.

Copy to:

- 1) The DC (EDP), KVS (HQ), New Delhi, for uploading the above said transfer guidelines-2021 on KVS(Hq) website.
- 2) All officers KVS (Hq) for information and necessary action.
- 3) All the Principals of KVs for information and necessary action.