



केन्द्रीय विद्यालय संगठन  
Kendriya Vidyalaya Sangathan  
18 संस्थानिक क्षेत्र  
18 Institutional Area,  
शहीद जीत सिंह मार्ग  
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F. No. 11029/2016/KVS(HQ)/E-II/TP

Dated: 03.11.2016

To

The Principal  
All Kendriya Vidyalayas

Subject: **Completion of Annual Transfer Process for the year 2016-17 and compliance of instructions thereof.**

Madam/ Sir,

Sangathan is committed to protect the interest of its teachers and other employees and to redress their grievances on the highest priority, therefore, extensive changes have been brought in the Transfer Guidelines in 2016 by incorporating a large number of progressive elements. It is well known to everyone that the objective of these changes is to safeguard the interests of teachers and employees and to make the transfer process more transparent and Information Technology enabled.

It's a matter of pleasure that KVS, for the first time has completed the annual transfer process of Teaching and Non Teaching employees for the year 2016 through online mode.

This year **7108** transfers have been effected during the annual transfer process. Out of which **6000** transfers of teaching and non teaching employees have been effected to their **choice stations**, which comprises **84.4%** of the total annual transfers. Furthermore, **549** teachers have been transferred on administrative ground to Hard/ Very Hard/ NER stations. To accommodate the teachers and employees at their choice stations after completion of their tenure at Hard/ Very Hard/ NER stations alongwith the employees of first priority category for transfer, **559** teachers and other employees have been transferred on displacement. All efforts have been made to accommodate the displaced employees at their choice stations.

Annual transfer process 2016 has closed on **30.09.2016**, intimation to this effect has been sent by the KVS (HQ) to all concerned. Henceforth, transfer requests shall only be considered in exceptional circumstances against the available vacancies in the cases of **Death of Family Person (DFP)**, **Medical Ground of Employee Self (MDG)** and transfer of a KVS employee on account of transfer of his/ her spouse against clear vacancy. **But, it has been observed that some Teaching and Non-Teaching employees are still sending their representations to KVS (HQ) for their transfer through Public Representatives and other dignitaries with their recommendations. It's not only an act of violation of a well established healthy process available to all but also against the Code of Conduct meant for the government employees. Such cases are being viewed seriously by the KVS.**

Sangathan has first time executed the annual transfer process through online mode, therefore, lenient view has been taken (regarding disciplinary action) in the aforementioned cases. In spite of that, if an employee repeatedly does such wilful violation of rules, then, sangathan shall be left with no option but to take stern action.

It is my earnest request to all the officers, teachers and employees of the KVS to perform their duties and responsibilities honestly with the highest degree of commitment to take the KVS to the new horizons.

**Kindly bring the content of this letter in the notice of all teachers and employees of the KV compulsorily and action taken report be submitted to respective Regional Office within 15 days.**

Yours faithfully

Santosh Kumar Mall  
Commissioner

Copy to:

The Deputy Commissioner, All Regional Offices and Director, ZIETs- for necessary compliance.