



NAVODAYA VIDYALAYA SAMITI
(An Autonomous Organization under Ministry of HRD)
Department of School Education and Literacy),
Government of India
B-15, Institutional Area, Sector-62,
Noida, District Gautam Budh Nagar,
Uttar Pradesh – 201 309

No.F.2-1/2019(ATD)-NVS(Estt.II)/ 806

May 30, 2019

To

The Deputy Commissioner,
 Navodaya Vidyalaya Samiti,
 All Regional Offices,

Subject: Launch of Annual Transfer Drive 2019 (inviting applications) - Do's & Don'ts for all stakeholders.

Sir,

It is informed that transfer portal shall be launched on **30.05.2019 (4.00 pm)** to invite online transfer applications from employees for ATD 2019. In this context following is informed:

1. **Vacancy Module** of ATD 2019 has been made live for all concerned on 28.05.2019 (4.00 pm). It is to note that:
 - a. Vacancy of all teaching cadres (Principal / Vice Principal / PGT / TGT / RLT / Miscellaneous category of teachers) has been displayed for ATD 2019.
 - b. As promotion of LDC/Store Keeper to UDC and UDC to OS through LDE is already under process, the status of vacancy for these cadres is likely to be changed. Therefore, vacancy of non-teaching cadres will be displayed after accomplishment of ongoing process of promotion of these cadres.
2. In view of display of vacancy of teaching cadres, online application for transfer is invited only from the cadres of **“teacher and above”**. Separate Window period will be provided to non-teaching employees only after display of vacancy of those cadres.
3. All the newly recruited employees or first time users of transfer portal may register with the portal using link www.nvsemployeeportal.org with their valid mail ID and a password of their choice. A verification link will be sent to the inbox of their email account. On clicking the link they will be directed to the login page of the transfer portal. On entering the credentials, they must fill all parts of application forms irrespective of their will to participate in transfer drive. This method will also apply to those old employees who for some or the other reasons, could not fill application form in ATD 2018. Employees are informed to go through the guidelines.
4. All those employees who had filled their data online in ATD 2018, could login on portal using their existing Email ID and Password. They can reset their password by clicking on link **“Forgot your password?”**, if required. Having logged in, they will find their previous year's (ATD 2018) form with all prefilled details in editable mode. They are required to edit / fill the relevant field and submit the form by clicking **“Confirm”** button that appears on bottom of the application preview page. It is to clear that they may opt choice stations if they intend to seek transfer. They may not opt any choice station if they don't seek transfer. **But in both the cases, submission of application form with necessary personal / service details is mandatory.**
5. As valid email ID (registered on portal) is required for logging-in for subsequent rounds of transfer / activity, the employees must not use third party email ID to avoid submission of multiple / fake / wrong application forms or to avoid non-retrieval of password (when required).

6. Employees must avoid filing multiple applications. They can edit same application multiple times prior to clicking **"Confirm"** button for final submission of application forms. Provision has also been made for cancellation of the application to rectify any data/options even after final confirmation. But the same is allowed within active Window Period prior to the approval of the application by the Principal concerned. Once the application is approved by the Principal, cancellation is not permitted. However, in case of cancellation of previous application and re-submission of the same with updated data, the hard copy of the latest application form must be submitted to the Principal with a request to approve the same online. Despite the provision explained here, if an employee happened to submit multiple applications for some or the other compelling reasons, he must ensure to get one application approved by the Principal and rest rejected else any of his applications can be processed by the system and no request will be entertained in this regard.
7. It is important to mention that vacancy exhibited on transfer portal are always tentative as its status may change due to administrative exigencies like suspension / revocation of suspension / transfer on administrative reasons / transfer effected or withheld as per direction of Hon'ble Court / transfer effected under relaxation of provisions of transfer policy / resignation / retirement / termination / death of an employee. Thus actual allotment of posts on transfer will be based on the status of vacancy on the day of raising transfer list. Therefore, employees are requested to keep their options widened so as to maximize their probability of transfer to any of the requested stations.
8. It is very important to mention that employees are required to fill complete service details on **"Service Records"** page starting from Date of joining in NVS. Final Submission of application for will not be allowed by the portal with incomplete service details.
9. Employees, claiming transfer on valid priority, must upload latest certificate regarding such claim in the prescribed format as available on transfer portal, failing which their claim of priority / transfer will not be entertained. It is also to mention that the certificate for claiming priority must contain signature and seal of the competent authority as specified at respective column of the certificate.
10. Online approval of application forms at subsequent levels must be done correctly. Any deviation in **"Claimed Transfer Category"** opted by employee and **"Eligible Transfer Category"** approved by the Principal as well as RO must be verified properly. It is to mention that in ATD 2018, the transfer list of round 01 was revisited and revised only for wrong selection of Claimed Transfer Category by employees and wrong selection of Eligible Transfer Category by the Principals and the Regional Offices. Such lapses may be avoided taking all the precautions.
11. The application form of employees must be approved / rejected at Principal's and RO's level. In any case, it should not be left **"PENDING"**.
12. Employee desirous of transfer must opt from available vacancy widely and wisely. In this context, it is to make very specific that:
 - a) The automated system only scans the type of vacancy which is selected by the employee himself. For the posts where more than one vacancy exists in a vidyalaya and If an employee opts "Actual" vacancy, the system scans only "Actual" vacancy for allotment and not the "Deemed" one even if the "Deemed" vacancy is available. Therefore, to maximise probability of allotment of a particular station, the employee must select both "Actual" and "Deemed", in case both the types of vacancy are available.
 - b) It has been observed that many employees opt **"Protected Deemed"** as their option. It is to make very clear that the vacancy reflected under "Protected Deemed" is, in fact, not a vacancy. Rather it is aimed to reflect transparency with status of certain employees who despite being deemed, are protected

from displacement having been covered under certain "Priority Category" such as Disability / Serious Ailment / Spouse / Widow / DFR cases. Therefore, opting any vacancy / station marked under "Protected Deemed" does not entitle the employee for allotment of that station.

- c) Principal must examine whether "**Home District**" claimed by the employee in online application form is in accordance with the entries made in the service book of the concerned. In case of any discrepancy, the same should be corrected by the Principal prior to approval of the form at vidyalaya level.
13. The online form has provision for uploading photographs and signature of the employee. If an employee finds that his photo and signature (in prefilled applications) are not visible properly, he/she must upload his/her correct photograph and clean signature while submitting application for ATD 2019.
14. While executing approval of application form, if any information filled by the employee is corrected by the Principal based on the available records, the concerned employee must be kept informed about such changes and hard copy be preserved in the office of vidyalaya for records after having obtained the signature of the employee concerned.
15. It has been observed in many cases that employees, though having valid priority grounds, did not mention their priority areas in online application and then being displaced, keeps on requesting for cancellation of transfer on grounds of being covered under priority category. Therefore, it is to clarify that employees must register their (valid) priority areas in appropriate fields, failing which they will be liable to the consequences of transfer / displacement and no request for cancellation / modification will be entertained for incomplete / wrong information submitted while applying online. Principals should also be careful to examine such cases prior to approval of the application form at vidyalaya level.
16. It has widely been noticed in previous online transfer drives that employees have uploaded different kinds of certificates for claiming priority mainly under **PH / Medical / Spouse / Single Lady** category and those have been approved subsequently at vidyalaya and RO level without proper scrutiny. In many case it did not conform to the pro-forma prescribed. In so many cases the certificate contained **incomplete details of the parameters** of serious ailment / working spouse. In many cases the scanned-uploaded certificates were not at all legible. In many other cases these scanned certificates were minimal sized cropped up piece which got blurred on zooming in hence were not at all legible. Therefore, it is to inform that:
- (i) Employees must upload the correctly scanned copy of appropriate certificate with details conforming to the provisions of policy / guidelines.
 - (ii) All ROs, through Principals, must ensure correctness of the priority certificates with respect to various parameters prescribed prior to approval of application forms at vidyalaya level.
 - (iii) Uploaded certificates having illegibility / incorrect format / incomplete details of the required parameters of priority cases will not form the basis of claim for transfer / protection under priority category. No request from employee will be entertained in case of non-consideration of claim under priority due to aforementioned reasons.
- There is no provision of uploading any certificate / document from back end (HQ / Agency). Therefore, request of employee in this regard (for uploading any such document) at NVS, HQ level will not be entertained in any case.
17. To validate priority of employee under "Single Lady" Category, following is mandatory:
- a. **Widow Employee:** Death certificate of spouse must be uploaded on transfer portal.

- b. **Divorcee:** Principal must issue a certificate (in prescribed format) stating the divorced status of the female employee based on the legal document submitted in the office and proper entries made in the service book. The certificate so issued by the Principal must be uploaded on transfer portal.
- c. **Unmarried Lady:** Principal must issue a certificate (in prescribed format) stating the unmarried status of the female employee based on the declaration and proper entries made in the service book of the employee concerned. The certificate so issued by the Principal must be uploaded on transfer portal.

The claim of priority under "Single Lady" will not be processed unless supported by the certificate as mentioned above.

Therefore, employees / Principals / ROs must ensure the correctness of the relevant uploaded certificate (in all respect) regarding claim of employees under priority clause.

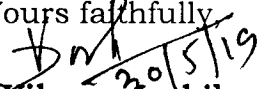
18. Needless to mention that with the inception of online transfer drive in 2017, the old proformas A, B, C and D of old manual transfer drive have completely been replaced by the new online application forms which are quite end user friendly. Therefore, employees are requested to fill the required fields properly and correctly as these fields form the basis of their claim (over other employees) for transfer (through online mode) to the stations opted by them.
19. It has been observed that many employees, despite getting transfer in ATD 2018 did not get relieved till date or have been given extension for relieving due to any valid reason. In this regard it is to clarify that all such employees who got transfer in ATD 2018 and did not get relieved due to any valid reason, should not be allowed to opt choice stations in ATD 2019. If they opt for transfer again, their application form must be rejected properly at the level of vidyalaya as well as Regional Office registering proper reasons (in appropriate field) for rejection.
20. It is advisable to go through transfer policy and guidelines issued from time to time to have clear understanding of the provisions prior to applying online.
21. Methodology of executing transfer / protection from displacement / no. of transfer rounds will be similar to what has been adopted in ATD 2018.
22. **It is mandatory for all the employees to apply and submit their particulars online by clicking "Confirm" button appearing at the bottom of the application's preview page. However, if they do not wish to participate in transfer drive, they can opt "No" in the relevant field. Non-submission of particulars (personal / service details) by any employee will be viewed seriously.**
23. Timeline for different activities will be as under:

| S.No | Online Activities | From | To |
|------|--|------------|------------|
| 01 | Filling/editing of online application by employee (teaching cadres) and submission of hard copy to the Principal | 30.05.2019 | 08.06.2019 |
| 02 | Approval of applications by the Principals | 06.06.2019 | 10.06.2019 |
| 03 | Approval of applications by ROs. | 10.06.2019 | 15.06.2019 |

Login facility of the concerned module will be disabled on 11.59 pm on last date as mentioned above.

You are, therefore, requested to inform all concerned by all suitable means to do the needful as aforementioned adhering to the timeline. Non compliance with the instruction will be viewed seriously.

This issues with the approval of the competent authority.

Yours faithfully

 [Vikram Joshi]

Deputy Commissioner [Pers.]