



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.2-1/2020(ATD)-NVS(Estt.II)/ 4317

February 20, 2020

To

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

Subject: Annual Transfer Drive 2020 – understanding nature of vacancy and its compilation at JNV and RO level, a preparatory step towards launch of upcoming transfer drive.

Sir,

This is regarding Annual Transfer Drive 2020. In this context, it is to state that transfer drive 2019 of few cadres of JNV is under way and is expected to be accomplished very soon. The remaining transfer orders pertaining to ongoing transfer drive 2019 will be issued shortly after release of final transfer list. The onset of 2020 warrants timely start of the transfer drive for 2020, the current year. Needless to put emphasis on the fact that raising correct vacancies for all cadres forms the backbone of a successful transfer drive specially through online mode with utmost transparency.

2. While executing online transfer drive it has predominantly been noticed that the vacancies raised through various levels were having so many wrong entries in the respective online module despite the fact that the transfer drive is about to enter in its fourth consecutive year of **ONLINE MODE**. This clearly underlines about either lesser understanding of the nature of vacancies or callous approach by different stake-holders at various levels while raising the same in online vacancy module.

3. The same has been experienced in filling up of application forms by employees and subsequent approval by the Principal and Regional Offices. Various errors in application forms and dubious / irrelevant priority certificates have also played a great hurdle in scrutiny of the forms and legitimate allotment of places to the bona-fide applicants. Incorrect approval of the application forms at Principal's / RO's level has also added to complications in finalizing correct transfer list and all these ultimately resulted into unnecessary delay in processing, followed by scrutiny and followed by reprocessing of the large database for raising of error-free transfer list.

4. Therefore, it is felt that understanding the vacancies by each and every stake-holders is quite necessary prior to launch of ATD 2020. Therefore following is informed to all concerned:

The online vacancy module has three categories of vacancies viz., **ACTUAL VACANCY, DEEMED VACANCY** and **PROTECTED DEEMED VACANCY**.

- Handwritten initials: JNV*
- i) **Actual Vacancy:** Clear-cut vacancies available against sanctioned post as on 31.07.2020 (the cut-off date) will be treated as Actual Vacancy. This will include all vacancies arising out due to retirement cases up to 31.07.2020.
 - ii) **Deemed Vacancy:** Status of an employee at a station is to be declared "Deemed Vacant" if his length of service at present station-in-present post is 05 years (**Principal, Vice Principal, Office Superintendent and Reg. Lang. Teachers of Native Linguistic State for Rotational Transfer**) and 10 years (**for rest of the cadres**) as on cut-off date. The cut-off date for declaring a

post under Deemed Vacancy is 31st of July of the year of transfer drive. Therefore, all such employees whose length of stay at **present station-in-present post** touches 10 / 05 years mark on 31.07.2020 (the cut-off date) will be considered for “Deemed Vacancy” and are liable to be displaced if such stations are opted by any eligible employee. ***It is requested that all stake-holders must go through the manuals of policy/guidelines very carefully prior to declaring “Deemed Vacancy” of Regional Language Teachers under Rotational Transfer System.***

iii) **Protected Deemed:** The vacancy marked with label “**Protected Deemed**” will include all employees deemed at their station but are protected from displacement as per prevailing system adopted in ATD 2017 / 2018 / 2019. Therefore, post marked under “Protected Deemed” in vacancy module are in fact, not a vacancy, rather it is aimed to create transparency by showing the status of longstanding staff of JNVs if covered under any of the priority clause. Accordingly following categories of employee will be marked under “Protected Deemed”:

- a) **PH employees:** The employees having disability (40 per cent and above) of Self / Spouse / Child shall be labeled as “Protected Deemed” under “PH” category subject to production of valid certificate by employees prior to declaration of vacancy in vacancy module. The certificate must be issued by a valid authority and is properly checked by the Principal & the RO for availing protection by employees under priority clause.
- b) **Employees having serious ailment (as enlisted in transfer policy):** The employees having any of the enlisted serious ailments of Self / Spouse / Child shall be labeled as “Protected Deemed” under “Medical / Serious Ailment” category on production of valid certificate by employees prior to declaration of vacancy in vacancy module subject to relaxation of period under protection for up to 05 years from the date of detection of disease and /or surgery (if undergone later on). Therefore, employees coming under valid serious ailments within 05 years from the date of detection of disease / date of surgery, if undergone surgery later on. The certificate must be issued by a valid authority and is properly checked by the Principal & the RO for availing protection by employees under priority clause.
- c) **Employees covered under “Valid Spouse” category:** Employee having working spouse (as per guidelines) in any district of the same state or adjoining districts of the adjoining states/UT will be marked as “Protected Deemed”. The certificate must be issued by a valid authority and is properly checked by the Principal & the RO for availing protection by employees under priority clause.
- d) **Single Lady:** The priority category of “Single Lady” encompasses Unmarried Female / Widow / Legally Divorced Female employees of JNVs. Their status must be labeled as “Protected Deemed” once their stay at present station touch 10 years mark as on cut-off date (31st of July) of the year of transfer drive subject to production of valid certificate by employees prior to declaration of vacancy in vacancy module. Kindly ensure the following while protecting/prioritizing any post of female employee under Single Lady status:
 - **Case of Widow Employee:** Death certificate of spouse (husband) must be verified by the Principal / Competent Authority, kept in Personal file and entry made in suitable column of service book of the employee concerned. Copy of the death certificate, duly attested by the Principal must be uploaded on the portal by the employee while filling up online application form on transfer portal.

- **Case of Divorced Lady:** 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 after proper verification of the legal documents. It is to note that Protection / Priority can only be claimed when legal separation has resulted. Filing a case for separation or cases of separation under trial can not form the basis of claim for protection / priority of being Single Lady. The certificate so issued by the Principal must be uploaded on transfer portal by the employees during online activity of transfer drive.
- **Case of Unmarried Lady:** Principal must issue a certificate (in prescribed format) stating the unmarried status of the female employee based on the declaration obtained from employees and proper entries made in the service book of the employee concerned in this regard. The certificate so issued by the Principal must be uploaded on transfer portal during online activity of transfer drive.
The claim of protection / priority under "Single Lady" will not be entertained unless supported by the certificate as mentioned above.
- **All DFR (Due for Retirement) cases:** Employees due for retirement within succeeding two years from cut-off date ie., 31.07.2020 (retiring on or before 31.07.2022) will be exempted from displacement and, thus, be labeled with the status of "Protected Deemed" if they are to touch 10 years or more as on 31.07.2020. Protection under DFR cases does not require submission of any certificate from employee. Thus, Principal of the concerned JNV must ensure that cases of DFR must be marked under "Protected Deemed" if happen to be so.

5. The aforementioned paragraphs clearly explain the kinds of vacancy label used in online module of transfer drive. Therefore, in order to avoid errors in declaring vacancy following is expected at the Level of Regional Offices and JNVs:

- a) The Deputy Commissioner of ROs is requested to arrange a meeting of all staff of respective ROs so as to discuss various provisions of Transfer policy as well as subsequent guidelines to make the points of concern clear to all. This is felt much needed as RO plays an important role in final scrutiny / updating / finalisation of vacancy (cadre / post wise) and online applications of all the employees.
- b) Principals of JNVs are requested to conduct special session of gathering of all staff members to discuss the provisions of transfer policy & subsequent guidelines so as to make the points of concern clear to all. This is necessary to sensitize all staff members in understanding vacancy status and their time-bound role in online activity pertaining to transfer drive.
- c) All Clusters ACs are requested to ensure conduct of special meeting of staff at JNVs of their cluster.
- d) **ROLE OF PRINCIPAL:** Out of all stake holders, the most important role is to be played by the Principal of JNVs. Needless to state that correct vacancy and correct application forms form the database of successful / error free transfer drive. The Principal is a leading stake-holder in the entire process who, being stationed in the field units, knows the correct status of his employees and thus, is a genuine authority to decide correctness of vacancy status and claimed priority category of employees. He is the actual authority in the field units to ensure that a deserving applicant is not be deprived of his opportunities and an undeserving applicant must not get undue advantage due to submission of ingenuine / misleading information. Therefore, successful operation of online transfer drive depends largely on the shoulder of the Principal by his active participation/ monitoring of

entire process of online activity performed at JNV level. Hence every Principal is supposed to keep themselves updated with all aspects of transfer drive and must personally supervise the online activity as and when required. The Principal must adopt following steps his JNV:

1. Principal must have an in-depth knowledge of Policy / guidelines of transfer in NVS.
2. He must conduct a specific meeting to make his employees aware of all transfer provisions.
3. He must let his employee know who is going to be declared as Deemed Vacant and Protected Deemed for ATD 2020.
4. He must examine all the priority criteria of employees very carefully as per adopted guidelines to decide who is actually eligible to avail priority clause on the basis of submitted documents.
5. After filling up of vacancy on transfer portal, he must make his employee aware of their status as reflected in vacancy module.
6. He must ensure that information filled by all the employees in online application forms are correct in every respect with regard to the information available in service book of the employees and bring out necessary correction wherever required. However, it is to note that information pertaining to priority areas and choice stations filled by the employees are kept locked for security purposes. Finding that priority claimed in application form is not legitimate, the Principal can change "**Eligible Transfer Category**" while approving the application form.

This is also to inform that ATD 2020 is scheduled to start in February 2020 only. Therefore, all concerned are, hereby, informed to do the needful regarding updating themselves with the provisions of transfer through documents (policy and subsequent guidelines) available on official website (www.navodaya.gov.in) as well as transfer portal (www.nvsemployeeportal.org) of NVS. Also it is expected to keep the vacancy data ready at JNV / RO level so as to fill the vacancies in the module once the drive is launched.

Kindly ensure to make a copy of this letter available to every staff member of your establishment to have a hands-on brief of the issues explained above.

This issues with approval of the competent authority.

Yours faithfully


[Vikram Joshi]
Deputy Commissioner [Pers.]