

GUIDELINES FOR ANNUAL TRANSFER DRIVE 2017

This portal is primarily meant for effecting transfer of employees through a system of automation. The principles and guidelines for the transfer remains the same as it was in the Annual Transfer Drive 2016. It is to reiterate that the transfers will be effected in following order of priorities:

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- a) Transfer of differently abled employees to their choice place.
- b) Transfer of employees who are suffering from serious ailment / disease or whose spouse or children are suffering from the same.
- c) Transfer of employees completing mandatory tenure at very hard / hard and difficult stations declared by the Samiti.
- d) Transfer of employees on the ground of spouse unification.
- e) Transfer of employees to hard and difficult stations on willingness.
- f) Transfer of rest of the employees.

2. The following category of transfers do not come under transfer counts:

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- a) Transfer of differently abled employees
- b) Transfer of employees suffering from serious ailment / disease
- c) Transfer of employees recruited under Special Recruitment Drive and completed the bond period of 10 years.
- d) Transfer on spouse unification ground.

2.1. When two or more employees apply for a particular choice place, in such a case, preference for transfer would be given in following manner: -

- a) First, female employee will be preferred.
- b) If the employees belong to same gender, then the employee having earlier date of joining will be preferred.
- c) If the date of joining in the present post at present station coincides, then the employee with earlier date of birth (older employee) will be preferred.

3. Transfer count is applicable for transfers other than the priority categories as noted in para 1. In their case, if there is a tie in the transfer count or two or more employees competing for a location then transfer will be effected in following manner:-

- a) First, female employee will be preferred.
- b) If employees belong to same gender then the employee having earlier date of joining will be preferred.
- c) If date of joining in the present post in present station coincides, then the employee with earlier date of birth (older employee) is to be preferred.

4. All the employees have to register on the transfer portal through their valid email id and password. They should fill up all basic details even if they

do not want request transfer. Those who want transfer to their choice place, they should indicate their preference. There is no limit for the number of preference to be given by an employee. However, the employee should ensure that he / she has to move on transfer once transfer is effected to his / her choice place. Therefore, the employee concerned should give only such preferences where he / she could go on transfer. It may be noted that in this present system, no cancellation / modification of place of transfer is possible. There is no provision to do so. However, employee who does not get transfer even after exercising his/her choice place gets a chance for submitting his/her preferences in second round. It would not be out of place to mention here that there will be two rounds of transfers in the automation process. Transfer against available vacancies (deemed and actual) will be done in first round. Transfer against the resultant vacancies arising out of first round will be effected in second round. Hence, those who could not get transfer to their choice place or those who were in deemed vacancy and got displaced to a place other than their choice may get chance to apply in second round.

5. Employees claiming transfer on the ground of disability, serious ailment and spouse unification have to support their claim by attaching requisite certificates. After submission of application form in the online portal the employee has to take a print out of the same and submit along with supporting document to the Principal concerned who in turn will preserve it for record and after due verification approve or disapprove the online application by logging in the portal. The Principal can also edit if there is any wrong entry with regard to the service details filled up by the employee. But under no circumstances, the Principal can modify/change/edit the vacancies preferred by the employee. The Regional Office concerned is also required to validate the entries submitted by the Principals of the Region within the stipulated period. Thereafter, the receipt of online application will be processed at the Headquarter by the software solution and transfer orders will be issued.

6. Time limit for various activities:

Sl. No.	Activity	From	To
01.	The Employee login period	28.04.2017	12.05.2017
02.	Confirmation/Rejection at Vidyalaya Level	13.05.2017	20.05.2017
03.	Validation at RO Level	21.05.2017	30.05.2017
04.	Rest of the work	From 1 st June 2017 onwards	

This is brought to the notice of all concerned for compliance.

How to apply for the request transfer

01. Ensure that you have a personal Email Id. If you don't have, create an Email Id before proceeding further.
 02. Open the portal by the using link **<http://www.nvsemployeeportal.org/>**
 03. Click "**Employee Registration**" available at top right corner of the portal.
 04. Register with **Email ID & Password** followed by **confirmation of Password**. Automatically system will send **verification link** to your registered Email account. Open your email account and click the given link as token of confirmation. You will be redirected to the portal.
 05. Log in the portal with same email Id & password
 06. Go to "**Profile**" and provide your basic details. In case of **Physical disability, Serious ailment & working spouse, you have to upload** valid **certificate(s)**. The page will automatically direct you to fill your "**Service Records**". Kindly provide all your posting details including transfers starting from initial joining in Samiti. Upload your passport size "**Photograph and Signature**".
 07. Then go to "**Request Transfer**". If you're eligible as per the provision of the transfer policy and wish to participate in Transfer Drive 2017-18, kindly click **'Yes'**. Then from the available **Preferences** provide select **Preferences**.
 08. **Please Note** :☞ While providing the choice station under select preferences employee should fill up only those place(s) to which he/she intends to move on transfer. Because, no **modification/change/cancellation** of transfer is possible once transfer order is generated by the software in favor of the employee.
 09. Go to "**Confirm**" to view your application and confirm if you find all the details filled up by you are correct. Only confirmed application will be considered for evaluation. **Don't click** confirm button in haste. Do the same after complete verification.
 10. **Print** your filled in application form for request transfer and submit it to Principal concerned with supporting documents.
- ☞ **Note down your application number & employee id for further reference.**

DO'S AND DON'TS FOR THE EMPLOYEES

Do's :

1. All employees are required to register on the transfer portal and fill up the basic information. Teachers recruited under special recruitment drive and completing 5 years of tenure as on 01st January 2017 in NER and Hard & Difficult stations of Jammu & Kashmir and Himachal Pradesh should indicate their choice place for transfer.
2. Fill the form in English language only.
3. Timeline has to be adhered to and in no case Principals & Regional Offices will make delay in this regard.
4. There is no restriction on the number of choice places to be filled up by an employee.
5. Preferences should be given only for the station(s) to which employee intends to go on transfer and which is available under deemed or actual vacancy.
6. Provide transfer preference at round-2 if you are displaced being on deemed vacancy having no choice place in the beginning or could not get transfer to any of the choice places even applying in 1st round. Date of start of second round will be put up on the website after first round.
7. No request should be made for change / modification / cancellation of place of transfer, once order has been issued as per employee's preference.
8. Print out of the confirmed application to be submitted to the Principal along with supporting documents before 12 May 2017 by 17:00 hrs.

Don'ts :

1. Do not register more than once.
2. Do not provide preferences where you do not want to go.
3. Do not share your user name and password to anyone.

Responsibility of the Principal:

1. Should ensure that all the employees of the Vidyalaya register and fill up the basic information on Transfer Portal. No one should be left out on any excuse.
2. Basic information in respect of each employee should be verified with service records and necessary corrections incorporated at the approving stage.
3. Multiple registration of a single employee must be rejected and only one registration with the correct details be approved.
4. Verification & approval is to be done concurrently on day to day basis and it should be completed before scheduled date.
5. Supporting Documents in respect of priority transfer (i.e. on account of Physical Disability, Serious Ailment & Working Spouse) is to be carefully checked before approving the application form the employee concerned.
6. Principal shall be personally held responsible if anyone gets transfer on the basis of information approved by him which later on found to be invalid/inappropriate/wrong/false.
7. Timeline has to be adhered to at any cost.