



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.2-1/2018 (ATD)-NVS(Estt.)/18114

July 27, 2018

NOTICE

Round 02 of transfer drive under ATD 2018 and launch of Online Grievance Redressal Mechanism

It is for information that “log-in” facility is going to be made operational from 31.07.2018 (12.00 Noon) for capturing fresh options for 2nd round of transfer under Annual Transfer Drive 2018 in respect of employees as mentioned in the appended table. The time schedule is as under:

S. No.	Activity	Time Schedule
01	Editing choice in online application by Employees (Principal/VP/PGT/TGT/Misc./Non-teaching)	31.07.2018 to 04.08.2018
02	Approval of the applications by the Principal	31.07.2018 to 05.08.2018
03	Approval of applications by concerned Regional Office	31.07.2018 to 06.08.2018

Eligibility for participation in 2nd round of transfer:

- i) The employees who have been transferred under “DISPLACEMENT CATEGORY” to a station not of their choice.
- ii) All such eligible employees who opted preferences in the 1st round of transfer drive but did not get transfer to any of the preferred stations.

Steps to be followed to participate in 2nd round of transfer:

1. The eligible employees may log-in on the portal using their existing “mail ID” and “password” to edit their options for transfer in view of updated available vacancies as displayed in vacancy module on designated transfer portal (www.nvsemployeeportal.org). It is to note that forgotten password may be retrieved / reset by the employees by clicking the link “Forgot Your Password?” provided on log-in page.
2. Having logged in, they are required to click the relevant link provided on the page, which will navigate them to the “preference page” of their original application form.
3. The eligible teachers are required to register preferences from available vacancies. They may opt for any number of stations as they wish in order to have better probability of getting transfer in 2nd round.
4. Once they click “submit” button after opting their preferences, the page will not be reopened for editing further.
5. The candidates are required to take print of the application form with new options and submit the same to the Principal.
6. The procedure for approval of application forms by the Principals and concerned Regional Offices for 2nd round of transfer will remain same as it was in 1st round of transfer. Approval of forms may be accomplished within prescribed time schedule.

7. It is to note that the place allotted to the participating teachers in 2nd round of transfer will be final and no further representations will be entertained in this regard.
8. The place of allotment in 1st round will be treated as final for those teachers (under displaced category) who will not participate in 2nd round and the same condition will apply to the teachers (under displaced category) who opt for preferences in 2nd round but could not get any place during allotment.
9. It will be the sole responsibility of the Principals to keep their teachers aware of applying for the 2nd round of transfer, if the teachers are on leave or on vacation.

Therefore, all concerned (Employees / Principals / Regional Offices) are, hereby, requested to complete the required formalities within the prescribed time schedule.

Launch of Online Grievance Redressal System:

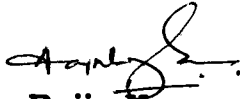
This is also for information to all concerned that NVS, Headquarters has devised an online mechanism to address the grievance of employees related with transfer drive 2018. The mechanism will be active for employees from 01.08.2018 onwards.

Steps to register grievance online:

- i. To register grievance, the employee has to login on designated transfer portal (www.nvsemmployeeportal.org) using existing "login ID" and "Password".
- ii. After logging in, the employee has to click the "**Grievance Redressal**" button available on left pane.
- iii. Relevant information is to be input in the fields provided on the right pane of grievance redressal page.
- iv. After proper submission of the grievance, the employee is supposed to click "log out" button to exit the page.

It is also to mention that offline representation or representation through e-mail will not be accepted as a means of registering grievance. Therefore, no one is expected to make a visit to NVS, Headquarters for submission of representation related with transfer drive 2018.

This issues with approval of the competent authority.


(Dr. Rajiv Kumar Singh)
Assistant Commissioner (Estt.-II)