



**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.)/18252

Sep 08, 2018

To

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

**Subject: Provision for downloading final transfer orders of Miscellaneous Teachers (Art/Music/PETs/Librarian/SUPW) and Non-teaching employees (OS/CA/S. Nurse/UDC) related to ATD 2018 and issuance of relieving orders – reg.**

Sir,

This is regarding final transfer list of Miscellaneous Teachers (Art/Music/PET Male/PET Female/Librarian/SUPW) and Non-teaching employees (Office Superintendent/Catering Assistant/Staff Nurse/Upper Division Clerk) under Annual Transfer Drive 2018 displayed on 14.08.2018 on NVS Head quarter's website as well as designated transfer portal. In this context following is informed:

1. All transfer orders of afore-mentioned categories of employee as displayed in the final list have been uploaded on the dedicated transfer portal.
2. Log-in provision has been kept enabled for all the regional offices to download the transfer orders directly from the transfer portal. Existing password can be used for accessing the transfer orders by clicking the tab "Transfer Orders" available in the left pane. Provision has been made to download the transfer order individually or all in one go.
3. It should be ensured that the transfer orders are downloaded immediately and the relieving orders are issued to the teachers concerned at the earliest.
4. Relevance and validation of the certificates / documents (for claiming transfer under priority category) must be ensured before issuing the final relieving orders besides ensuring that the transfer benefits will be allowed only in case of eligible employees (on transfer) as mentioned in transfer orders.

You are, therefore, requested to do the needful in this regard and ensure relieving and joining of the transferred employees within stipulated period i.e, by **15.09.2018**.

Yours faithfully,

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