



NAVODAYA VIDYALAYA SAMITI
 (An Autonomous Organization under Ministry of Education)
 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.2-3/2020/ATD-NVS(Estt.II)/10818-31

January 28, 2022

NOTIFICATION

Proposal for revision of transfer policy for regulating transfer of employees of Navodaya Vidyalaya Samiti was placed before the Executive Committee at its 40th meeting held on 25.02.2021. Thereafter, it was submitted to Hon'ble Minister of Education and Chairman, NVS incorporating the changes as approved in principle by the Executive Committee. The proposal of revision has now been approved by the Hon'ble Minister of Education.

A copy of the revised transfer policy incorporating various provisions, guidelines / interpretation / clarifications and including approved revisions, henceforth, termed as "**Transfer Policy 2021**" is enclosed for information to all concerned. This policy will come into force from Annual Transfer Drive 2022. Henceforth, transfer of employees of NVS will be regulated as per provisions contained in the enclosed document.

This is issued with the approval of the Competent Authority for information to all concerned.

Enclosure: NVS Transfer Policy 2021(page: 01 to 46)

Vikram Joshi
28/01/2022
(Vikram Joshi)

Deputy Commissioner (Pers.)**Copy to:**

1. All officers, NVS Headquarters, Noida (Gautma Buddha Nagar) UP.
2. Deputy Commissioners, All Regional Offices.
3. Deputy Commissioner, National Navodaya Leadership Institutes, NVS Hqrs, Noida (Gautam Buddha Nagar)
4. Deputy Commissioner, Navodaya Leadership Institutes.
5. PA to Commissioner, NVS Hqrs, Noida (G B Nagar)
6. Deputy Secretary, (UT-3), Deptt. SE&L, MoE Shastri Bhavan, New Delhi.
7. PS to Hon'ble MoE & Charman, NVS.
8. PS to MOS (MoE), Deptt. SE&L, MoE Shastri Bhavan, New Delhi.
9. PPS to Secretary, Deptt of SE&L. MoE, Shastri Bhavan, New Delhi.
10. PPS to JS (SE-II), Deptt of SE&L. MoE, Shastri Bhavan, New Delhi.
11. Principal, All Jawahar Navodaya Vidyalayas.
12. Assistant Commissioner, IT Cell, NVS Hqrs, Noida (G B Nagar) – for placing the notification (and document) on website of NVS.
13. Notice Board / Guard File.



NAVODAYA VIDYALAYA SAMITI **(Transfer Policy 2021)**

INTRODUCTION

Transfer policy of any organisation (having pan-India presence), a dynamic in character and reviewing and revision are inherent in its making. The existing transfer policy and system of transfer in NVS aim to offer equitable opportunity to all employees of NVS to opt stations of their choice for seeking transfer as per their eligibility / priority and provide sufficient man power for smooth functioning of its units/offices. The transfer system in NVS is governed by a well-defined Transfer Policy and subsequent guidelines / clarification which were issued from time to time with a view to facilitate the employees avail transfer with utmost transparency and accuracy.

1. EVOLUTION OF TRANSFER POLICY – A CHRONOLOGY

Transfers have always been in the organization since inception through different modes and under different norms and principles. However, a policy document was first handed over to field functionaries in 2012 only to understand the present policy and its provisions, it is important to have brief surfing through the various documents / clarifications released from time to time and the major areas that the documents intended to address:

- 1.1. Initial Transfer System:** Practised prior to year 2012. Manual Transfer System based on consent of the participating employees through counseling.
- 1.2. Transfer policy 2012:** Introduction of transfer policy dated 04.04.2012. Replacing Manual Counseling System of transfer with tenure based transfer. Introduction of transfer / displacement count for transfer.
- 1.3. Rotational Transfer Policy 2012:** Introduction of Rotational Transfer Policy for Regional Language Teachers (a separate policy within the framework of general transfer policy).
- 1.4. Transfer Guidelines 2015:** Introduction of Priority Category and shift from count (transfer count / displacement count) to priority based transfer.
- 1.5. Transfer Guidelines 2017:** Shift from manual transfer system to online transfer system. Shift from Single round of transfer system

to two automated (computerised) rounds of transfer system followed by grievance redressal mechanism.

- 1.6. Transfer Guidelines 2018:** Introduction of “Lock-in” period. Introduction of “Protected Deemed” concept to mark any employee protected from displacement based on priority. Introduction of “**Single Lady**” Priority Category for Widow (female) employee and its priority order at par with NVS Spouse. Clarification regarding members of family forming the grounds of transfer under priority. Introduction of online grievance redressal mechanism.
- 1.7. Clarification dated 11.05.2018:** Clarification regarding continuation of Protected Deemed Status of Spouse cases (priority category). Clarification regarding tentative nature of vacancy displayed in public domain.
- 1.8. Transfer Guidelines 2019:** Inclusion of Divorced Lady and Unmarried Lady employee into “**Single Lady**” priority.
- 1.9. Clarification dated 30.05.2019:** Clarification regarding Protected Deemed being not a vacancy. Clarification regarding complete replacement of Proforma A, B, C & D of old manual transfer by online application form. Continued adoption of the “provision of protection from displacement” for priority category.
- 1.10. Revision of Hard Station (dated 19.11.2019):** Revision of list of very hard / hard station and introduction of Semi Hard station.
- 1.11. Clarification vide letter 08.05.2020:** Clarification regarding cessation of Spouse priority for employees of “Financially Aided Institution/organization)”. No priority to such employee whose spouse is on contractual job (whether for short/long period).
- 1.12. Transfer Guidelines 2020 (dated 22.12.2020):** Introduction of “Semi Hard Station” and its mandatory tenure/eligibility conditions. Introduction of restriction in posting of NVS Spouse in home district of either of the spouse counterparts. Introduction of recognition and weightage for multiple priority. Introduction of “No displacement” for employee of cadre below JSA i.e., ECP, Driver, Cook, Lab Attendant, Mess Helper, Chowkidar, CCS along with introducing Home Distt posting for these cadres. Clarification regarding Rotational Transfer System (station seniority along with choice based transfer). Clarification regarding importance of rotational transfer. Clarification regarding mandatory 05 year’s tenure for Regional Language Teacher of outside native state, no

relaxation of any priority category or type of station for rotational transfer. Clarification regarding transfer of Regional Language Teacher within native state (to be taken up suitably by automation or in grievance round after considering all rotational transfer cases). Clarification of deemed status (10 years) of Regional Language Teachers serving outside native state. Clarification regarding cut-off date of actual vacancy due to retirement to be 30th of June (Notice dated 23.10.2020).

1.13. Changes/inclusion approved by Executive Committee in 2021 (to be implemented in ATD 2022 and onwards): Shift in tenure of eligibility (to apply for transfer) from 10 years to 07 years. According priority to DFR (Due for Retirement) category of employee for seeking transfer. Putting cap of 05 years on transfer taken on any of the priority categories. Restricting lifetime protection to 15 years for priority category employee leading to compulsory declaration of deemed status. Compulsory posting-on-displacement to hard and difficult station below 45 years. Raising age bar for protection from displacement of Regional Language Teacher of native state. Redefining priority order for executing transfer of employees.

The policy and the provisions, having gone through various phases of evolution as briefly detailed above. The comprehensive document on the policy and provisions with inclusion of latest guidelines adopted in 2021 has to be followed by NVS hence onwards, is being detailed hereunder in the following heads:

- Broad objectives of the transfer policy
- Basic principles/guidelines.
- Broad categories of transfer
- Types of vacancy
- Cut-off date of transfer drive
- Eligibility criteria for seeking transfer (normal/non-priority category)
- Eligibility criteria for seeking transfer (priority category)
- Transfer of employee into or out of Hard/very hard/semi hard stations.
- Provision of Cumulative tenure count (administrative transfers)
- Provision for weightage to multiple priority
- Displacement transfer (Provision / eligibility)

- Provision for protected deemed employee
- Order of priority for executing transfer
- Rules of allotment (of station) in request transfer
- Rules of tie breaking
- Rotational Transfer Policy for Regional Language Teachers
- Rules for admissibility of Transfer TA
- Grievance redressal Mechanism
- Power of relaxation of guidelines
- Interpretation of guidelines
- Safeguard against extraneous influence
- Operative elements of transfer drive
- Reference
- Annexures

2. OBJECTIVE

- (a) NVS shall strive to maintain equitable distribution of its employees, through its transfer policy, in a transparent way to ensure efficient functioning of the organization, with special regard to protect academic interest of students and optimize job satisfaction amongst employees.
- (b) Employees are liable to be transferred anywhere in India at any point of time and transfer to a desired location can not be claimed as a matter of right. While effecting transfer, the organizational interest shall be given uppermost consideration and the problems and constraints of employees shall remain subservient.

3. BASIC PRINCIPLES/GUIDELINES

- (a) Transfer/posting to a choice place/desired station shall not be claimed as a matter of right.
- (b) Transfer of an employee in NVS shall be based on tenure of service at present station in present post. Some crucial determinants for transfer are as under:
- i) Availability of Vacancy.
 - ii) Eligibility.

- iii) Priority factor such as Disability, Serious Ailments, Spouse working at a station, Single Lady and DFR (Due for Retirement) status of an employee.
- iv) Redeployment of surplus staff to other location against available vacancy.
- v) Redeployment of employee from a station to other station for optimum/proper utilization of human resources (man power).
- vi) Posting in Home District which is otherwise not permitted.
- vii) Shifting of employee from a station where his/her further continuation is not in the interest of the station.

[Must be correlated with the provisions as applicable case wise]

- (c) A period of 02 years as lock-in shall remain applicable on all kinds of transfer and posting for new recruitee on direct recruitment (on probation) as well as posting of old (existing) employee on promotion. *[Refer to clause of Cumulative tenure & DFR wherever applicable].*
- (d) An employee on transfer from one station to the other station shall not be considered for request transfer before he/she completes the prescribed mandatory tenure (as applicable cadre/station/priority wise) at his/her new place of posting. *[Refer to clause of Priority cases, Cumulative tenure & DFR provisions, wherever applicable]*
- (e) An employee on initial posting after recruitment/promotion will not be considered for request transfer before he/she completes the prescribed mandatory tenure at his/her initial place of posting, in the present post.
- (f) An employee recruited under Special Recruitment Drive for NER/Hard & difficult stations shall not be considered for transfer out of region before completion of mandatory tenure as mentioned in the notification of said recruitment drive. The counting of mandatory tenure shall be made from the actual date of joining of the incumbent under such drive. However, his/her transfer may be considered from one Jawahar Navodaya Vidyalaya to another after completion of three years of service **within** the notified areas of NER/Hard & very hard stations (as the case may be) for which they have been recruited. Execution of transfer of such employees should be as per the transfer policy.
- (g) Leave/absence of any kind of more than 60 days in a single span or 120 days in an academic year counted from April to next March (except due to Maternity Leave) in a single span, availed by the official,

shall not be counted for determining total period of stay for deciding eligibility towards seeking transfer. However, such absence shall not make any difference in declaring status of an employee/official deemed or compulsory deemed. The provision is equally applicable on all cadres of employees including Regional Language Teachers.

- (h) Mutual transfer shall not be permitted in NVS.
- (i) No employee shall be posted back to a station from where he/she has been transferred on the administrative (with or without disciplinary) grounds.
- (j) No employees of the Vidyalayas, except **Driver, Electrician-cum-plumber, Laboratory Attendant, Cook, Mess Helper, Chowkidar and Chowkidar-cum-sweeper** shall be posted or transferred to his/her home district. In case of NVS Spouse, neither of the members of spouse shall be allowed for posting to a station which is a home town of either of the spouse counterparts of such spouse.
- (k) Transfer on request will normally be made between April to July of the year. However, transfers on account of disability and / or serious ailment, when it is not practicable to defer the transfer till next year without causing serious danger to the life of the employee, his ailing spouse/son/daughter, may be effected by authority at any time during the year against available actual vacancy to ensure proper treatment and / or rehabilitation to save life of the employee.
- (l) Transfer orders issued by the Samiti on request basis with due approval of the competent authority will normally not be cancelled. However, under extremely exceptional circumstances or under administrative exigencies, Commissioner, NVS may take appropriate decision on case to case basis which can not be taken as precedent and hence can not be claimed as a matter of right. Such cases for cancellation of transfer order will be entertained only if the previous post from where the employee has been transferred, is still vacant.
- (m) Attempt to bring any political or other outside influence for transfer on any superior authority of the Samiti shall be treated as misconduct and would be liable for disciplinary action under CCS (CCA) Rules.
- (n) PGT/TGT/Non teaching employees (of plain stations) who are 45 years or more of age as on cut-off date of the year of transfer drive shall normally be exempted from displacement to hard and difficult station, unless vacancies (at normal / plain station) are exhausted **[inclusion 2021]**. The clause shall remain applicable in transfer only and not in

posting on recruitment / promotion / administrative (disciplinary) transfer / redeployment of surplus staff / transfer in public interest. **[inclusion 2021]**

- (o) As initial posting on either recruitment or promotion shall always be a matter of administrative requirement of the NVS in view of providing man power to JNVs based on the academic and administrative necessity, hence transfer provisions are not applicable for posting on direct recruitment or promotion.
- (p) Employees **“Due for Retirement”** within two succeeding years as on cut-off date of the transfer year, hitherto termed as **DFR**, shall be allowed to continue at their present station till retirement unless such employee requests for transfer.
- (q) Efforts will be made to ensure that persons with disabilities are posted closer to their home town subject to availability of vacancies and other provision of these guidelines.
- (r) These guidelines regarding transfer are meant essentially for the internal use of the Samiti and do not vest any employee with any right.

4. VARIOUS PROVISIONS:

The prime feature of the transfer of employees in NVS shall be “on request basis” subject to other parameters as defined through various provisions. However, transfer in NVS shall be categorized into following major heads:

4.1. BROAD CATEGORY OF TRANSFER:

- a. **Request Transfer:** The transfer shall be brought into effect from one station to the other based on the request of the eligible employee. Such transfer is applicable to all cadres of employees. For availing transfer-on-request, participation in transfer drive is mandatory.
- b. **Displacement Transfer:** Transfer of an employee (who has completed prescribed maximum tenure as per guidelines) from the present place of posting to a new station/place shall be brought into effect for the purpose of accommodating another incoming eligible employee-on-transfer in his/her place. Such transfer shall be a consequence of usual/normal transfer drive wherein employee primarily gets intimated about his/her displaceable (deemed) status and even after given opportunity for request transfer, does not get transfer to choice station. Therefore, displacement transfer shall not be considered as administrative transfer. All cadres of

employees shall be liable to displacement subject to fulfillment of the eligibility criteria of displacement. This transfer shall be applicable to all cadres of employee except Driver, Lab. Attendant, Electrician-cum-plumber, Cook, Mess Helper, Chowkidar, Chowkidar-cum-sweeper. Displacement transfer is subject to declaration of employee status as deemed and hence it may commence irrespective of participation of employee. *[Also refer to clause protection accorded to PH and DFR]*

c. **Administrative Transfer:** The transfer which is effected by the Samiti suo moto in the exigencies of service and administration as well as in public interest. Through such transfer NVS shall ordinarily:

i) Redeploy surplus staff at a location against sanctioned vacancies or due to abolition of post at that location. Such redeployment shall be effected in the very first instance against the available vacancies within in the region and in case no vacancy is available within the same Region then in adjoining Regions. While redeploying the surplus staff, administrative / academic requirement and proper utilization of the human resource shall, above all, be the predominant criteria.

ii) Redeploy an employee from his present station to any other station in public interest in exigency of the services as may deem fit by competent authority of NVS.

iii) Transfer of an employee whose continuation at particular station is a not conducive from administrative point of view. Such transfer may be executed based on certain enquiry (preliminary/detailed) as considered deemed fit in the case and after recording reasons of such transfer. Therefore, such transfer shall be of two types:

a) Administrative Transfer with Disciplinary Proceedings.

b) Administrative transfer without Disciplinary Proceedings.

[Refer to provision of cumulative tenure count for securing eligibility of employee on administrative transfers – Clause no.4.7].

4.2. TYPE OF VACANCY:

There shall be two major categories of vacancy:

a. **Actual Vacancy:** All clear-cut vacancies as on date including retirement cases as on cut-off date (as notified by Samiti through its guidelines from time to time) shall be taken as actual vacancy.

- b. **Deemed Vacancy:** The status of employee completing prescribed maximum tenure of service (as per guidelines) at his/her present station in present post, shall be declared as “**Deemed to be vacant**” or “**Deemed Vacancy**” or simply “**Deemed**”. Deemed vacancy being a vacancy, such declared place shall be allotted to an eligible employee, if opted by him/her.
- c. Vacancies displayed to employee for transfer purpose shall always be tentative as its status may change due to administrative exigencies like suspension/revocation of suspension/transfer on administrative reasons/transfer & posting effected as per direction of hon’ble court/transfer effected under relaxation of provisions of transfer policy / appointment / promotion / resignation / retirement / termination / death of an employee. Thus actual allotment of stations shall be based on the status of vacancy on the day of raising transfer list. Therefore, Competent Authority, NVS deserves the right for updating (inclusion/exclusion) of vacancies depending on administrative exigencies as well as interest of the organization.

4.3. CUT-OFF DATE OF TRANSFER DRIVE:

The cut-off date for all kinds of eligibility shall ordinarily be 31st of July of the year of transfer drive. However, vacancy arising out due to retirement of the incumbent shall be counted as on 30th of June of the transfer year. Decision regarding cut-off date is intended to facilitate administrative execution of transfer drive, movement of employees to their allotted station and streamlining the academic requirement. Therefore, change in cut-off date, if any due to administrative exigency, shall be notified through its guidelines well before launch of transfer drive.

4.4. ELIGIBILITY CRITERIA FOR SEEKING TRANSFER (Normal/non-priority category):

An employee shall acquire eligibility to seek transfer in NVS based on completion of prescribed tenure of service rendered at present station in present post (refer to cumulative tenure wherever applicable). The prescribed tenure of different cadres of employees for seeking transfer-on-request is as under;

S. No.	Post/Cadre	Normal tenure prescribed at one station (in years)
1.	Principal / Vice Principal / Office Superintendent	05 years

2.	PGT / TGT (Hindi, English, Mathematics, Science, Social Science)/ Misc. Teachers (Art, Music, PET, Library, SUPW)/ Staff Nurse / Catering Assistant / Senior Secretariat Assistant / Junior Secretariat Assistant	07 years [inclusion 2021]
3.	Teaching Staff recruited under “Special Recruitment Drive” conducted by the Samiti with a pre-condition to serve at particular station/area for pre-fixed term.	As mentioned in notification of such recruitment and in the offer of appointment
4.	Driver / Electrician-cum-plumber / Lab. Attendant / Cook / Mess Helper / Chowkidar / Chowkidar-cum-sweeper	No specific/mandatory tenure. However, lock-in period of 02 years shall remain applicable on these employees, if joined a station on fresh recruitment or on promotion.

4.5. ELIGIBILITY CRITERIA FOR SEEKING TRANSFER (Priority category):

NVS recognizes the hardship of certain categories of employees who suffer in day-to-day life due to some unavoidable reasons, liabilities and circumstances and are, therefore, in dire need of transfer to mitigate their hardship. Considering such factors, NVS intends to designate them as “**Priority Category**” of employee and extend benefit to them with shorter tenure within frame work of provision of transfer policy, to acquire eligibility for seeking transfer. Such priority category may be perused her under:

- a) **PH Category:** Status of an employee shall be considered under priority category of PH for transfer purposes, if he/she, his/her spouse and dependent son/daughter are differently abled to the extent of at least 40 per cent and above, subject to production of the valid certificate issued by the competent **Govt. Medical Board**. PH certificate having re-assessment clause, must be renewed prior to expiry of the period.
- b) **Serious Ailment (Medical Category):** Status of an employee shall be considered under Medical priority Category for transfer, if he/she, his/her spouse and dependent son/daughter are suffering from any of the enlisted serious ailments as mentioned in Annexure – III of Transfer Policy. Production of valid certificate

from **CMO/CMS/Civil Surgeon** of the district medical administration or **countersignature of CMO/CMS/Civil Surgeon** (if certificate is not issued by such medical authority) is a mandatory requirement to claim priority/relaxation under medical category. With a view of acquiring stability in status of the claimant involving detection / treatment / surgery and rehabilitation, a maximum period of 05 years shall uniformly be treated as valid period for availing priority in all kinds of enlisted serious ailments for the purpose of availing transfer on medical grounds. This interpretation facilitates that and employee can claim transfer on priority of medical grounds only if the date of detection / treatment and/or surgery (if undergone at a later stage) falls within 05 years prior to cut-off date of transfer drive (year). Ailment detected or surgery involved after the cut-off date shall not form the basis of availing transfer in the year of transfer drive.

It is to clarify that priority / relaxation on medical grounds shall be based on the certificate compulsorily reflecting date of detection and/or surgery of the valid serious ailment. Therefore, certificate issued in respect of follow-up treatment of any valid ailment shall not be considered as valid certificate for availing priority under medical category.

- c) **Spouse Category:** Transfer of husband/wife at one station for unification or nearby station (DOPT OM No.:28034/9/2009-Estt.(A) dated 30th September, 2009) has been a vital factor of transfer system of NVS. Employee of NVS having working spouse shall be considered under valid spouse category for seeking transfer on satisfying any of the conditions given below:
- i) his/her spouse is a permanent employee on regular basis in same organization i.e., NVS.
 - ii) his/her spouse is a permanent employee on regular basis in Central Govt Office/Department.
 - iii) his/her spouse is a permanent employee on regular basis in Central Govt PSU.
 - iv) his/her spouse is a permanent employee on regular basis in State Govt Office/Department.
 - v) his/her spouse is a permanent employee on regular basis in State Govt. PSU.

While defining permanent employee on regular basis for claiming **“Valid Spouse Status”**, it shall be meant that the working spouse should be a full fledged, full timer employee, against a permanent post in Govt. office/department as a regular employee drawing standard salary and perks for the cadre of

service. Any Ad hoc or substitute arrangement shall not come under the defined terms of Government Servant.

The NVS employee whose working spouse in NVS/Central/State Govt service, does not **conform** to above conditions or otherwise governed by separate service rules other than the standard NVS/Central/State Govt. service rules, shall not be treated under “Valid Spouse Category” for seeking transfer/relaxation under priority category of spouse.

In compliance to the directions issued by the CAT, Bangalore Bench in its judgment dated 17 September 2018, in OA no 170/00764/2018, the employee of the Financially Aided Govt. Institution shall not be treated at par with State Govt. employee and hence shall not be extended the benefit of spouse priority.

Allotment of a station under spouse priority category is subject to availability of vacancy, eligibility, station seniority, priority status and other applicable parameters. Merely having a working spouse and opting a station may not render any NVS employee to seek transfer to desired station in the name of spouse priority / unification. In view of providing better opportunity to spouse for their unification, the transfer under spouse category shall be governed in following order of priority:

- i. NVS Spouse
- ii. Central / State Govt. (including PSU) Spouse

Any NVS employee satisfying above clauses and posted anywhere in India shall claim transfer under Spouse priority category. [*Refer separately to “Valid Spouse Category” for availing protection from displacement under provision for Protected Deemed employee*].

Certificate claiming priority / relaxation under spouse category shall always be the latest one. Any old certificate shall invite complete rejection of the priority claim of the concerned employee.

d) **Single Lady Category:** NVS is committed to facilitate working Single Lady of the organization by extending her the status of priority category and provide better opportunity to settle herself by seeking request transfer to station of their choice and work with ease. Following female employee shall be considered under single lady category:

i) **Widow (lady):** The female employee of NVS whose husband has expired. Her claim of priority is subject to production of death

certificate (issued by the competent district authority) of her husband and its entry into the service book. The copy of the death certificate (of spouse) must be self attested by the claiming employee and verified/countersigned by the Principal of the JNV. Death certificate of husband must be enclosed along with certificate issued by the Principal in Annexure – I. Widow Lady shall be debarred of the provision of Single Lady, once undergone remarriage prior to transfer drive.

- ii) **Unmarried Lady:** Unmarried female employee of NVS, on production of relevant certificate (in Annexure – I) by the vidyalaya in prescribed format based on declaration made by the employee and entry made in service book thereof. Unmarried Lady shall be debarred of the provision of Single Lady, once undergone marriage prior to transfer drive.
- iii) **Divorced Lady:** The female employee who has been legally separated from her husband shall be treated under priority of single lady subject to production of the valid separation decree from the court of law and proper entry of the same in service book of the employee. Any issue of divorce which is under trial in court of law shall not make the ground for availing priority in the name of divorced female employee. The certificate for claim of priority should be in the prescribed format (Annexure – I). Divorced Lady shall be debarred of the provision of Single Lady, once undergone remarriage prior to transfer drive.

It is to note that priority order of transfer request of Single lady shall be treated at par with the NVS Spouse while executing transfer drive. Certificate claiming priority / relaxation under Single Lady category shall always be the latest one. Any old certificate shall invite complete rejection of the priority claim of the concerned employee.

e) **Due For Retirement (DFR) Category:**

In view of facilitating employee approaching superannuation, “Eligibility” and “Priority” shall be accorded to the employee coming under DFR category to seek transfer without restricting him/her with any mandatory tenure after they attain 58 years of age by cut-off date of the transfer year **[inclusion 2021]**. This means that only mandatory tenure shall be relaxed and other priority clauses shall be kept applicable as per existing provisions. Therefore, an employee availing transfer at the age of 57 years on priority grounds of PH/Medical/Spouse/Single Lady, he/she shall not be eligible to seek transfer in consecutive year under any of these

priorities due to provision of lock-in period. However, he can avail transfer under DFR category. Once transfer is availed under priority of DFR, provision of lock-in to priority cases shall be applicable to employee **[inclusion 2021]**.

This provision shall be considered applicable at par to all cadres for general transfer. However, in case of rotational transfer of Regional Language Teachers, such provision shall be considered applicable to the teacher serving exclusively outside native state. The tenure of eligibility for different priority categories shall be as under:

S. No.	Priority	Post/Cadre	Mandatory Tenure prescribed at present station (in years)
1.	PH Category	All Cadres	02 years at present station.
2.	Serious Ailment (Medical Category)	All Cadres	02 years at present station.
3.	Spouse Category (NVS/Central Govt./State Govt. Spouse including PSU)	All Cadres	02 years at present station.
4.	Single Lady (Widow Lady / Unmarried Lady / Divorced Lady)	All Cadres	02 years at present station.
5.	DFR Category	All Cadres	No mandatory tenure. Lock-in shall be applicable, once transfer is availed under DFR category [inclusion 2021].
6.	For applicability of clause of Priority Category to Regional Language Teachers, please refer to Rotational Transfer Policy.		

- f. Only employee (self), his/her spouse and son/daughter shall form the basis for claiming transfer under priority category of PH and Serious Ailment (Medical). Father, mother, brother, sister and other relatives of the employee shall not make the criteria for claiming transfer under priority despite being dependant on the employee concerned.

- g. Claim of priority by an employee shall be subject to production of valid certificate for claiming such priority at the time of launch of transfer drive of a transfer year. In order to maintain uniformity in scrutiny of the claim, proforma of certificate has been developed and annexed. Such proforma, along with notified instructions on it, shall serve as a part of policy document.
- h. It is to note that there is no provision of uploading any certificate at the back end (HQ level). Therefore, late production of certificate may not entitle the claimant for benefit of priority category.
- i. Merely production of a certificate by competent authority shall not entitle an employee for benefit of priority category. It is subject to further satisfying all clauses/criteria prescribed for being under claimed priority category. Following conditions shall invite complete rejection of the claim of employees for his/her status under priority category.
- i) Non production of valid certificate (in the given proforma) prior to declaration of vacancy in public domain.
 - ii) Priority claimed by the employee is not conforming to the prescribed parameters.
 - iii) Certificate neither issued nor countersigned by the competent authority.
 - iv) The submitted certificate is not in the prescribed format.
 - v) Certificate produced in part (not showing all fields and instructions of the prescribed format).
 - vi) Certificate does not have the complete details (of information) as asked in the prescribed format.

j. **If an employee avails transfer under any of the priority categories (ATD 2022 and onwards), there shall be a cap of 05 years on him/her for seeking next transfer under any priority category again [inclusion 2021].** It is to make clear that an employee may qualify for one or multiple priority categories for seeking transfer. If that employee avails transfer claiming any or multiple priority categories, he/she shall not be eligible to seek transfer for next 05 years under same or any other priority category. Therefore, employee shall opt stations meticulously while claiming transfer under priority category. **However, he/she may seek transfer to Hard and difficult station under Willingness category.** This provision shall be applicable for all transfer availed under priority category from Annual Transfer Drive 2022 and

onwards **[inclusion 2021]**. [Also refer to clause of DFR category for eligibility of transfer wherever applicable].

4.6. ELIGIBILITY / PROVISION FOR TRANSFER OF EMPLOYEE INTO AND OUT OF HARD & DIFFICULT (HARD/VERY HARD/SEMI HARD) STATIONS:

- a. In view of maintaining the quality education and administration of the resident students of JNVs of hard stations, one of the priorities of the Samiti is to fill up the vacancies of teaching staff in hard / very hard / semi hard stations. Therefore, one mandatory tenure of posting in hard / very hard / semi hard stations shall be compulsory for the teaching employees (TGT and above) of vidyalaya cadre.
- b. To provide sufficient man power to JNVs under hard and difficult stations, Samiti shall fill the vacant posts in four ways;
 - i) by posting the employees of normal/plain station who are willing to serve in hard and difficult stations.
 - ii) by displacing the employee working at stations other than hard/very hard/semi hard and who have not served in hard & difficult station earlier and also have not given their willingness to serve there.
 - iii) by posting of employees on his/her initial posting on recruitment or on promotion to hard and difficult station.
 - iv) by conducting Special Recruitment Drive for teaching staff of vidyalaya cadres for Hard and difficult station.
- c. Other priority of the Samiti is to provide sufficient opportunity for transfer to those employees who are serving at hard and difficult stations and willing for transfer outside of hard and difficult station as per eligibility.
- d. Another priority of the Samiti is to pay due attention to employees who are serving in hard and difficult station and willing to change stations within hard and difficult stations.
- e. In view of facilitating transfer of employee into or out of Very Hard / hard / Semi hard station, special tenure, as mentioned below, has been defined:

S. No.	Priority	Post/Cadre	Mandatory Tenure prescribed at present station (in years)
1.	Transfer from Normal/Plain station to Very hard / Hard / Semi Hard station on Willingness.	All Cadres	02 years at present Normal / Plain station.
2.	Transfer from Very Hard stations.	All Cadres	02 years at present very hard station.
3.	Transfer from Hard Station.	All Cadres	03 years at present hard station.
4.	Transfer from Semi Hard Station.	All Cadres	04 years at present semi hard station.
5.	<p>(a) Employee serving at hard station and seeking transfer to another hard station shall be considered for transfer under “Hard station category” only. Being already at hard station, such employee shall not be considered for transfer to another hard station under the category of “Willingness to Serve Hard Stations” as provision of willingness to serve hard station applies only to employee serving at Plain (Normal) station.</p> <p>(b) Tenure for according eligibility to employees of different types of hard station is different. However, for processing of the request of transfer for priority, all of them stand at par with one another.</p> <p>(c) The provision of tenure for transfer under hard/very hard / semi hard is not applicable on Rotational Transfer of Regional Language Teachers.</p> <p>(d) The provision of tenure for transfer under Hard / very hard / semi hard category is not mandatory for cadres like Driver, Electrician-cum-plumber, Lab. Attendant, Cook, Mess Helper, Chowkidar and Chowkidar-cum-sweeper. However, they will hold the benefit of priority while deciding merit for allotment of station.</p>		

- f. Service in hard and difficult station is a region specific feature. Therefore, change of station by an employee from a hard/very hard/semi hard station to the other hard/very hard/semi hard station (interchangeably among types of hard stations) **within the hard stations of the same region**, shall count for continued service in hard and difficult station. [Refer to provision for cumulative tenure of hard station for counting of cumulative tenure wherever applicable – Clause no.4.6.i.].
- g. Change of station by an employee on taking transfer from hard/very hard/semi hard station of one region to any of the plain/normal stations shall count for transfer from “hard to outside hard station”. Similarly, transfer from hard/very hard/semi hard station of one region to the other hard/very hard/semi hard station of the other region shall be meant for transfer out of hard station and, thus, shall not count for continued service in hard and difficult station.
- h. List of all Very Hard / Hard / Semi hard Stations may be seen in Annexure – IV. Inclusion and exclusion of the name of a JNV, in this list, shall be a matter of revision and update of such list which may be notified by the NVS from time to time to bring such inclusion / exclusion into effect. Treatment of a station as hard-&-difficult or plain shall be governed by its declared status as applicable on that date. Any change in status of the JNV shall not be applicable to transfers made prior to the date of effect mentioned in such notification.
- i. **Benefit of cumulative tenure for eligibility to employees working in hard and difficult station:** If an employee has successfully worked in different Jawahar Navodaya Vidyalaya in Very Hard/Hard/Semi Hard stations of a region in a row in the current spell, the tenure of **immediate previous station** shall be used as a cumulative factor to determine his/her eligibility (for transfer) from present station. The governing provisions of cumulative tenure shall further be as under:
- i. If an employee serving at present hard station, is eligible by virtue of his tenure at present station, the provision of cumulative tenure count shall not be extended to him.
 - ii. If an employee serving at present hard and difficult station, is not eligible by virtue of his tenure at present

hard station, his tenure of service at immediate previous hard station (of the same region) shall be the deciding factor of his eligibility. If he is eligible to seek request transfer due to stay at his immediate previous station, he shall be considered eligible to seek transfer due to stay at his **immediate previous station only** subject to lower hard station's category (between present and immediate previous station).

- iii. If an employee serving at hard and difficult station, is neither eligible by virtue of his tenure at present hard station nor his tenure at previous hard station (of the same region), his tenure of eligibility shall be decided by cumulating the tenure of present hard station and immediate previous hard station of the same region, restricting the eligibility to lower hard station's category (between present and immediate previous station).
- iv. It is to clarify that such provision of **cumulative tenure of hard stations shall be region specific** and shall not be applicable for two different hard stations of different regions.
- v. By mentioning hard station, it implies for very hard, hard and semi hard stations interchangeably among such stations.
- j. Provision of Cumulative Tenure Count (in hard stations) is aimed to facilitate employees to acquire eligibility by safeguarding tenure of the immediate previous station station (of the same region). As employees like Driver, Electrician-cum-plumber, Lab. Attendant, Cook, Mess Helper, Chowkidar and Chowkidar-cum-sweeper are free from restriction of mandatory tenure, they acquire eligibility (for transfer) anytime by virtue of their tenure at present hard station. Therefore, provision of cumulative tenure count (in hard stations) shall not be applicable to these cadres of employee.

4.7. PROVISION OF CUMULATIVE TENURE COUNT (SAFEGUARDING ELIGIBILITY IN ADMINSTRATIVE TRANSFERS):

NVS intends to address the plight of those employees who lose tenure of service of a station and consequently, lose eligibility in transfer

system, if given transfer out of turn (out of usual transfer drive) at any point of time due to some or the other valid reason under administrative compulsions. Therefore, provision has been made to safeguard and validate the tenure of previous station in such cases of transfer in following manner and methodology:

- a. Following administrative compulsions shall be considered under this provision:
 - i) Administrative Transfer without Disciplinary proceedings.
 - ii) Administrative Transfer with Disciplinary proceedings.
 - iii) Administrative Redeployment of surplus staff.
 - iv) Transfer of employee in public interest.
- b. Provision of cumulative tenure count in administrative transfer cases shall be applicable on present station and restricted to consideration of tenure of immediate previous station only (from where he was given transfer on administrative grounds).
- c. As the provision of Admin Cumulative Count is **not regions specific** character, tenure of immediate previous station of any region shall be considered for safeguarding eligibility for seeking transfer under this provision.
- d. To secure eligibility of an employee on transfer under administrative compulsions, the provisions of cumulative tenure count shall be applicable in following manner:
 - i. If an employee serving at a station is eligible by virtue of his stay at present station itself, there shall be no counting of tenure of the immediate previous station to decide his/her eligibility, even if the employee's stay at present station is due to administrative transfer from the previous station.
 - ii. If an employee serving at a station (due to administrative transfer) is not eligible by virtue of his stay at present station, his tenure of service at immediate previous station shall be the deciding factor of his eligibility. If he is eligible to seek transfer due to stay at his immediate previous station he shall be taken eligible on the basis of immediate previous station only.
 - iii. If an employee serving at a station (due to administrative transfer) is neither eligible by virtue of his stay at present station nor his tenure of service at immediate previous station, his tenure of eligibility shall be decided by

cumulating the tenure of present station and immediate previous station restricting the eligibility on overall lower station type (between present and immediate previous station).

- iv. A lock-in period of 02 years shall be imposed on employee whose stay at present station is a consequence of **“Administrative Transfer With Disciplinary Proceedings”** and seek eligibility for next transfer by adding tenure of present and immediate previous station. Employee in such condition can avail transfer with benefit of cumulative provision on completion of 02 years of service at present station only.
- e. It is to note that availing transfer on priority of PH/Medical/Spouse/Single Lady/DFR is a matter of eligibility exclusively at present station. Therefore, in cases of availing admin cumulative tenure count (of both present and immediate previous station), the transfer under priority of PH/Medical/Spouse/Single Lady/DFR shall always be subject to completion of the prescribed tenure at present station only.
- f. Provision of Cumulative Tenure Count (in administrative transfers) is aimed to facilitate employees to acquire eligibility by safeguarding tenure of the immediate previous station. As employees like Driver, Electrician-cum-plumber, Lab. Attendant, Cook, Mess Helper, Chowkidar and Chowkidar-cum-sweeper are free from restriction of mandatory tenure, they acquire eligibility (for transfer) anytime by virtue of their tenure at present station. Therefore, provision of cumulative tenure count (in administrative transfers) shall not be applicable to these cadres of employee.

4.8. DISPLACEMENT TRANSFER (ELIGIBILITY / PROVISIONS):

Such transfer is meant for shifting of an employee from his/her present place of posting (after the completion of prescribed tenure) to a new station / place and shall be brought into effect for the purpose of accommodating another incoming employee-on-transfer in his/her place.

- a. Displacement transfer is meant for providing equitable opportunity to an aspiring eligible employee to serve at a station of his/her choice which is occupied by the other employee of same post beyond prescribed tenure.
- b. Displacement transfer is a normal transfer as the employee is made aware of his/her status of displaceability well before

inviting application. Such employee is given equal opportunity to avail request transfer against available vacancies (of his post) as per his/her priority and station seniority. If he/she fails to avail request transfer, he/she shall liable to be displaced in consequence of the request transfer availed by a similar incoming eligible employee during execution of normal transfer process. Therefore, such transfer shall not be treated as administrative transfer.

- c. Samiti shall ordinarily not displace any deemed employee suo moto unless otherwise under administrative compulsion (refer to administrative transfer provision).
- d. Displacement transfer is applicable for all cadres of employee except Driver / Electrician-cum-plumber / Lab. Attendant / Cook / Mess Helper / Chowkidar / Chowkidar-cum-sweeper.
- e. In respect of employees who have completed prescribed tenure at present place of posting and are liable to be displaced, their status shall be declared as **“deemed to be vacant”** preferably earmarked as **“Deemed Vacancy”** or simply **“Deemed”**.
- f. Merely declaring a post as deemed vacant shall not expose a person for compulsory displacement. It shall be subject to options taken by other requesting eligible employee to the same post/place and allotment made to him through transfer process.
- g. Employee declared to be deemed shall be exposed for displacement only once in usual annual transfer process (i.e., in Round 01 of usual transfer drive only). However, once displaced, he/she would be eligible to participate in subsequent rounds of transfer drive. Claim of any employee to accommodate him against any deemed vacancy before and after the usual transfer process/drive, shall not be entertained at any cost.
- h. The eligibility criteria for declaring a post of serving employee (of a station/place) as “Deemed Vacancy” shall be based on completion of prescribed mandatory tenure of service by an employee at that station. The prescribed tenure for declaring a post as deemed vacancy shall be as below:

S. No.	Post/Cadre	Normal tenure for declaring deemed, prescribed at one station (in years)
1.	Principal / Vice Principal / Office Superintendent	05 years

2.	PGT / TGT (Hindi, English, Mathematics, Science, Social Science)/ Misc. Teachers (Art, Music, PET, Library, SUPW)/ Staff Nurse / Catering Assistant / Senior Secretariat Assistant / Junior Secretariat Assistant	10 years
3.	Driver / Electrician-cum-plumber / Lab. Attendant / Cook / Mess Helper / Chowkidar / Chowkidar-cum-sweeper	No Deemed declaration as no displacement.
4.	Regional Language Teachers	Please refer Rotational Transfer Policy.

- i. In case of post having more than one deemed employee, the employee having longer stay at that station shall be considered first for displacement unless otherwise exempted.
- j. Employees on displacement transfer shall randomly be allotted any station having **“Actual Vacancy”** only.
- k. One of the important priorities of Samiti is to provide sufficient man power to Hard and difficult station for maintaining quality education and administration. Therefore, displaced employees pertaining to TGT and above, having age less than 45 years as on cut-off date and having no past service in hard and difficult station, shall compulsorily be posted to serve at least one complete tenure on such stations. Considering service in hard station a compulsory factor for such cadres, their request for modification in place of posting, if any, shall be restricted to available vacancy among hard and difficult stations only.
- l. Employee of 45 years of age and above (as on cut-off date) shall ordinarily not be posted to Hard and difficult stations on displacement unless actual vacancy of normal/plain station is exhausted. In such ordinary cases of displacement, allotment of station may be done in following ways, as far as possible;
- i) among actual vacancy available in State of posting.
 - ii) Then among actual vacancy available in other states of present region.
 - iii) Then among any actual vacancy of any region.
- m. If, the employee who gets displaced being deemed through transfer process, has a spouse working there in the Samiti

(satisfying criteria of valid spouse), the said spouse counterpart may also be considered, as far as possible, for transfer in grievance round in order to accommodate both of them in one JNV. In case, it is not possible to accommodate both the spouse members in the same JNV for want of vacancies or both being of the same post, efforts will be made to post them in nearby JNV post to request made by the such spouse counterpart, availability of actual vacancy and satisfying other eligibility criteria of the spouse counterpart for seeking transfer.

4.9. PROVISION FOR PROTECTED DEEMED EMPLOYEE:

To provide better and stable service conditions with ease to employees coming under priority categories, NVS facilitates such employees with exemption from displacement even after completion of prescribed normal tenure for being deemed at one station. Such employee shall be earmarked as **“Protected Deemed”**. [Refer separately to Rotational Transfer policy for Protection of Deemed Regional Language Teachers]. The provision shall be applicable in the manner stated below;

- a. **PH / Single Lady / DFR Category:** Employee covered under valid PH / Single Lady and DFR (due for retirement) shall avail protected deemed status beyond prescribed tenure of service (as specified normally for being deemed at one station – *clause 4.8.h.*) subject to production of valid certificate required for claiming priority satisfying all clauses of guidelines. The continued protection shall further be restricted by the clause of compulsory deemed declaration.
- b. **Medical (Serious Ailment) Category:** Employee covered under Medical (serious ailment) category shall avail protected deemed status beyond prescribed mandatory tenure of service (as specified normally for being deemed at one station) restricted to a maximum of 05 years tenure from the date of detection and/or surgery (if undergone at a later stage) of the ailment subject to satisfying all clauses of guidelines. It means if the enlisted ailment of a TGT is detected in 08th year of his tenure, his/her priority/protected deemed status shall cease to be in effect in 13th year of his/her tenure at present station by the date when it completes 05 years. However, if surgery is performed on 12th year for the same ailment, he/she shall be eligible to avail protected deemed status for next 05 years, restricted to clause of compulsory deemed declaration of the transfer provision in toto [as per clause 4.10.].

- c. **Spouse Category:** In view of safeguarding the interest of working spouse, NVS employee having working spouse (as per guidelines) in NVS/Central Govt./State Govt. and posted in same JNV or district, other JNV or district in same state and adjoining JNV or district of adjoining state shall only be considered having valid spouse status to avail protected deemed status beyond prescribed tenure of service (as specified normally for being deemed at one station) subject to production of valid certificate required for claiming priority satisfying all clauses of guidelines. The NVS spouse having valid working spouse at a location other than the aforementioned locations, shall not be entitled for protected deemed status in any way. The continued protection shall further be restricted by the clause of compulsory deemed declaration.
- d. Status of all such “Protected Deemed” employees shall, after verification on the basis of produced documents, be placed in public domain, prior to inviting application for transfer. It is to note that status of post marked as “Protected Deemed” is not a vacancy, rather it is a step for bringing transparency by showing the status of a long standing employee at his place of posting. Therefore, such stations shall not be considered for posting on transfer to any other willing eligible employee in any case, even if claimed/ opted by him/her.
- e. Any claim of employee for declaration of his/her status as protected deemed shall be subject to production of valid certificate issued by competent authority well before declaration of vacancy in public domain.
- f. Merely production of a certificate by competent authority for claim of status under “Protected Deemed” shall not entitle an employee for such benefit. It is subject to further satisfying all clauses/criteria of being under priority category. Following conditions shall serve as ground for complete rejection of the claim of employees for declaration of his/her status under “Protected Deemed”.
- i) Non production of valid certificate prior on time, to declaration of vacancy in public domain.
 - ii) Priority claimed by the employee is not conforming to the prescribed parameters.

- iii) Certificate neither issued nor countersigned by the competent authority.
 - iv) The submitted certificate is not in the prescribed format.
 - v) Certificate does not have the complete details as asked in the prescribed format.
- g. Status of protected deemed, if availed on false certificate and/or fabricated/distorted facts shall invite disciplinary proceeding under CCS rules, besides administrative transfer of the erring claimant.

4.10. COMPULSORY DECLARATION OF DEEMED STATUS (restricting lifetime protection of Priority Category to maximum 15 years):

Any employee, under any of the valid priority categories, having served at one station and completed 15 years of tenure at present station in present post, counted as on cut-off date, shall compulsorily be declared "Deemed" by suppressing all exemption clauses and hence his/her post shall be exposed for displacement through usual transfer process. Exception to this clause shall be all PH employees, DFR (due for retirement) and employees like Driver, Electrician-cum-plumber, Lab. Attendant, Cook, Mess Helper, Chowkidar, Chowkidar-cum-sweeper [**Inclusion 2021**].

It is to note that declaration of deemed status is an individual character of a post by considering the status of individual employee. Therefore, in case of unified NVS spouse, the spouse member which completes 15 years of service at present station in present post, shall only be declared "Compulsory Deemed". It is, thus, advisable to spouse cases to exercise their preferences, wisely and widely, to accommodate themselves suitably through the system of automation, prior to achieving compulsory deemed status in transfer process. Unification shall always be a combined probability of available vacancy, choice stations opted by spouse members, hierarchy in priority, station seniority and other relevant parameters. Therefore, unification may be a concern for providing opportunity and can not be claimed as a matter of right.

4.11. ORDER OF PRIORITY FOR EXECUTING TRANSFER:

The transfer of employees shall be executed in following order of priority:

- a. Transfer of employees of PH category (**1st order of transfer**)
- b. Transfer of employees of Medical category (**2nd order of transfer**)

- c. Transfer of employees of Hard/Very Hard/Semi Hard Stations **(3rd order of transfer)**.
- d. Transfer of employees under NVS Spouse Category & Single Lady Category **(4th order of transfer)**.
- e. Transfer of employees under Central/State Spouse Category **(5th order of transfer)**.
- f. Transfer of employees under DFR (due for Category **(6th order of transfer)** *[Inclusion 2021]*).
- g. Transfer of rest of the employees (non-priority cases) under Plain Category along with employees seeking transfer willingly to hard stations **(7th order of transfer)**.

4.12. RULES OF ALLOTMENT (OF STATION) IN REQUEST TRANSFER:

a. Allotment in Priority Category Transfer:

- i. Among same level of priority Category, the station seniority shall be the deciding factor for allotment of station.
- ii. In case of tie, employee possessing multiple priorities shall get preference over other employee possessing single priority or multiple priorities in the way explained under “Provisions of Weightage to Multiple Priority”.
- iii. **Methodology of giving weightage to multiple priority (in case of tie in priority cases):** Giving due weightage to type of priority and its order in the preferential sequence, NVS facilitates employees possessing multiple priority while comparing with the other employee possessing single /multiple priority provided only if there is a tie between similar higher order of priority. Accordingly, if there is a tie, the allotment shall go in favour of employee possessing multiple priorities in its **preferential order at subsequent levels.** *[Refer to clause of “Order of priority for executing transfer” in this document, to know the preferential order of various priority categories].* The provision shall include all priority categories which are undertaken in transfer system i.e., PH, Medical, Hard & Difficult stations (H/VH/SH), Spouse or Single Lady and DFR cases. The comparison statement below shall explain the provision:

- 1. Case-01:** If there is a comparison between a PH case and a Medical+H/VH/SH+NVS Spouse case, the allotment shall in favour of PH Case despite the fact that one possesses multiply priorities. This is because there is no tie between higher order (PH level) of priority. Thus, PH will get preference, as usual.
- 2. Case-02:** If there is a comparison between a PH case and a PH+Medical case, the allotment will go in favour of PH+Medical case (here, tie is at PH level i.e., higher order of priority).
- 3. Case-03:** The same methodology will operate for another instance of tie between two multiple priority cases, one Medical+H/VH/SH and the other Medical+Spouse/Single Lady. In this case allotment of station will go in favour of Medical+H/VH/SH case as 1st level of priority is in tie and at 2nd level of H/VH/SH is in higher preferential order of priority (here, tie is at Medical level, the higher order of priority).
- 4. Case-04:** If there is a comparison between a Medical+NVS Spouse+DFR and Medical+H/VH/SH+NVS Spouse, the allotment will go in favour of Medical+H/VH/SH+NVS Spouse as 1st level of priority is in tie and at 2nd level of H/VH/SH is in higher preferential order of priority (here, tie is at Medical, the higher order of priority).
- 5. Case-05:** If there is a comparison between a PH+Medical+DFR and PH+H/VH/SH+NVS Spouse+DFR, the allotment will go in favour of PH+Medical+DFR as PH at 1st level of priority is in tie and at 2nd level, Medical is in higher preferential order of priority (here, tie is at PH level, the higher order of priority).

It is to make clear that counting of number of priorities does not make difference, rather **it is the higher order of priority at subsequent levels that makes difference in allotment** in case of comparison of employees having multiple priorities.

6. Case-06: If there is a tie between two employees having exactly similar multiple priorities, the allotment will go by the station seniority, the general rules of allotment. [*Refer to “Rules of Allotment” and “Rules of Tie Breaking”*].

b. Allotment in Non priority (Plain) Category Transfer:

- i. Irrespective of tenure at present station, the eligible employee working at Plain (normal) Stations (non-priority cases) having served at least one tenure in hard stations (in any cadre in past) shall get preference in allotment over one who did not serve at hard station in past. In case of comparison between two or more Plain stationed employees having served a tenure hard station, the allotment shall be based on the station seniority counted at present plain station.
- ii. In other all non-priority category, Station Seniority is the sole rule of allotment of a station.
[Refer to provision of “Displacement Transfer (Eligibility/provisions)” for allotment of station to displaced employee].

4.13. RULES OF TIE-BREAKING:

- a. If there is tie in choice station, station seniority shall be preferred.
- b. If there is a tie in station seniority, Female (gender) shall get preference in allotment.
- c. If there is a tie in gender, the old aged employee shall get preference.
[Rule of tie breaking shall not apply in case of allotment of station to displaced employee for the reason that allotment is random and not on the choice station]

5. ROTATIONAL TRANSFER POLICY FOR REGIONAL LANGUAGE TEACHERS (an independent transfer module within the framework transfer policy):

Rotational Transfer Policy refers to transfer of existing Regional Language Teachers in NVS. This policy is an independent transfer module within the framework of existing transfer policy which aims at effecting/regulating transfer of Regional Language Teacher working in JNVs outside native state to get posting in JNVs of their

native state and vice-versa on completion of minimum prescribed tenure. The basic guidelines for executing “Rotational Transfer of Regional Language Teachers” shall be as under;

- a. **Regional Languages:** As a matter of “Three Language Formula” for JNVs, the Indian Languages (other than Hindi and English) which form a cluster of regional language are Assamese, Bangla, Bodo, Garo, Gujarati, Kannada, Khasi, Malayalam, Manipuri, Marathi, Mizo, Nepali, Odiya, Punjabi, Tamil, Telugu, Urdu. The list may be updated based on adoption of other regional languages by the Samiti further from time to time.
- b. Broad categories of JNVs based on Regional Language: There shall be two broad categories of JNVs as below:
 - i) **Native Linguistic State:** The JNVs of Indian State and/or Union Territory which are primarily non Hindi speaking state and whose Native Language is any of the aforementioned regional languages has been designated as JNVs of “Native Linguistic State” or simply “Native State” for that Language. As for example, Karnataka is the Native Linguistic State for Kannada language.
 - ii) **Outside Native Linguistic State:** All such JNVs which are located in states/UTs other than Native State(s) and where notified regional language is taught, are designated as JNVs “Outside Native Linguistic State” or simply “Outside Native State”.
 - iii) List of Native Linguistic State with its language has been appended below:

S. No	Name of Language	Native Linguistic State or Native State
1	Assamese	Assam
2	Bangla	West Bengal and Tripura, Assam (Cachar, Hailakandi, Karimganj)
3	Bodo	Assam (Baksa, Chirang, Kokrajhar, Udalguri)
4	Garo	Meghalaya (East Garo Hills, South Garo Hills, South West Garo Hills, North Garo Hills)
5	Gujarati	Gujarat, Dadra & Nagar Haveli UT, Daman and Diu UT
6	Kannada	Karnataka

7	Khasi	Meghalaya (East Khasi Hill, Eask Khasi Hills-II, Jaintia Hills, East Jaintia Hills, Ri Bhoi, West Khasi Hills, South West Khasi Hills)
8	Malayalam	Kerala, Mahe (Puducherry UT) and Minicoy (Lakshdweep)
9	Manipuri	Manipur
10	Marathi	Maharashtra and Goa
11	Mizo	Mizoram
12	Nepali	Sikkim, West Bengal (Darjeeling)
13	Odiya	Odisha
14	Punjabi	Punjab and Chandigarh (UT)
15	Tamil	Puducherry & Karaikal (Puducherry UT)
16	Telugu	Andhra Pradesh & Telangana & Yanam (Puducherry UT)
17	Urdu	Jammu and Kashmir UT and Ladakh UT
<i>The list may be updated anytime. However, any such update shall be notified prior to launch of the transfer drive.</i>		

- c. Providing opportunity to Regional Language Teachers working outside native state to seek transfer to native state, shall be the prime motto of Rotational Transfer. Therefore, vacancies available in Native States shall be filled up by transfer of Regional Language Teachers working Outside Native States.
- d. Vacancy shall be of two types; **Actual Vacancy** and **Deemed Vacancy**.
- e. Actual vacancies available in the native states shall ordinarily be filled Regional Language Teachers serving outside native state and requesting for transfer into native state, after completion of mandatory tenure.
- f. Actual vacancies available in JNVs of outside native state shall ordinarily be filled through recruitment or by accommodating displaced teachers (from native state) to these vacancies.
- g. Restriction of transfer/posting to Home district shall remain applicable as defined in general transfer policy.
- h. Restriction of lock-in period (02 years) and cap of 05 years (as defined in general transfer policy) shall remain applicable for transfer of Regional Language Teachers in cases other than rotational transfer.

- i. **Eligibility criteria for seeking rotational transfer:** Completion of 05 year's tenure shall be the mandatory criteria for Regional Language Teachers seeking transfer from Outside Native State to Native State or vice-versa. Merely completion of 05 years of tenure shall not entitle any Regional Language Teacher for his/her compulsory transfer towards native state or outside native state as it is subject to request of the employee, station seniority and availability of the vacancy.
- j. **Cumulative tenure for eligibility and station seniority:** For all rotational transfers, stay in different JNVs of the Native States in a row in the current spell, shall be counted/cumulated for deciding eligibility and station seniority of the Regional Language Teachers of Native State. Similarly, stay in different JNVs of Outside Native State in a row in the current spell, shall be counted/cumulated for deciding eligibility and station seniority of the Regional Language Teachers working Outside Native State.
- k. **Priority Elements for seeking rotational transfer:** As rotational transfer involves transfer of employee from a language based JNV to another JNV of the same language and based purely on tenure basis, priority elements such PH/Medical/Hard & difficult station/Spouse/Single Lady, shall not have bearing on deciding eligibility and claim for taking transfer under rotational transfer (from Outside Native State to Native State and vice versa).
- l. **Priority to DFR (Due for Retirement) employee:** "Eligibility" and "Priority" shall be accorded in the similar way (as defined through general transfer policy) to Regional Language Teachers (DFR) serving exclusively in JNVs of Outside Native State **[Inclusion 2021]**. Accordingly, teachers working outside native state and under DFR (as on cut-off date), shall have priority for seeking transfer over teachers other than DFR. This provision shall not be applicable to Regional Language Teachers serving in JNVs of Native State.
- m. **Rules of allotment:**
 - i) Length of tenure shall be the sole criteria of allotment of station under rotational transfer.

- ii) Teacher serving outside native state and under DFR shall have priority in allotment over other similar teachers not under DFR.
 - iii) Though Rotational Transfer aims at facilitating employee to serve in any JNV of Native State, giving due importance to the request of employee, allotment under rotational transfer shall strictly be based on choice station opted by the employee. Therefore, an eligible employee seeking transfer to any station in Native State, shall opt all of the displayed actual and deemed vacancies.
 - iv) Rule of tie breaking, in rotational transfer on request, shall be applicable in similar manner as defined through general transfer policy.
- n. **Displacement transfer:** Provision for displacement of Regional Language Teacher shall be governed in following manner:
- i) Displacement of Regional Language Teacher from Native State shall be done to accommodate incoming similar teacher from outside native State under rotational transfer.
 - ii) Teachers displaced from native state shall be allotted a station outside native state in order to serve next tenure on rotation in JNVs outside native state.
 - iii) Regional Language Teacher completing 05 years of cumulative tenure in different JNVs of native state (as on cut-off date) shall be declared **“Deemed to be vacant” or “Deemed Vacant” or “Deemed”** and shall liable to be displaced if his/her station is opted by any eligible regional Language Teacher.
 - iv) Regional Language Teacher, serving outside native state, shall not be allotted station in JNVs of native state, if gets displaced from his/her present station for the reason that vacancy in native state is to be filled on the basis of request transfer taken by the similar teacher serving outside native state. Therefore, such displacement shall not be covered under rotational transfer. Consequently, tenure of declaring deemed for the Regional Language Teacher serving outside native state shall be of 10 years at one station.

- v) Allotment of station to displaced employee shall be on random basis and hence rules of tie breaking shall not be applicable in such allotment.
- o. **Provision for Protected Deemed:** Regional Language Teachers shall be declared as “Protected Deemed” and thus, accorded exemption from displacement under following conditions;
- i) Regional language Teacher serving in native state and completing 53 years of age as on cut-off date shall invariably be protected from displacement under rotational transfer beyond prescribed tenure of stay there **[Inclusion 2021]**.
- ii) Regional Language Teacher serving either in native state or outside native state and covered under valid priority category of PH, Serious Ailment (Medical), Spouse, Single Lady, DFR (as defined through general transfer policy) shall avail protection from displacement beyond prescribed tenure of stay subject to submission of valid certificate satisfying all clauses of priority as applicable in general transfer policy.
- p. **Compulsory Declaration of Deemed Status:** A Regional Language Teacher (RLT) who is under “Protected Deemed Status” beyond prescribed tenure, shall compulsorily be declared “Deemed” as per guidelines mentioned hereunder **[Inclusion 2021]**:
- i. Native State RLT: Completion of 15 years of tenure in Native State in a row in current spell.
- ii. Outside Native State RLT: Completion of 15 years of tenure at present station, if otherwise protected from displacement beyond 10 years .
- q. **Transfer other than Rotational Transfer:** As rotational transfer of NVS is intended to rotate the Regional Language Teachers on transfer from “Outside Native State” to “Native State” and from “Native State” to “Outside Native State”, request of such teachers for transfer within JNVs of native state or within JNVs of outside native state shall not be covered under rotational transfer. Therefore, any such request shall be undertaken separately after considering all rotational transfer cases either through automation or in grievance round in exceptional cases under extreme exigencies subject to availability of the vacancy.

6. TRANSFER OF DEPUTY COMMISSIONER / ASISTANT COMMISSIONER / STAFF OF HEADQUARTERS / REGIONAL OFFICES / NLIIs (other than JNV cadre)

- a. Deputy Commissioners and Assistant Commissioners posted in the Regional Offices shall not be posted to the region which has the jurisdiction over their home district except three years before their superannuation. They will also not be posted back at the station where they have completed their tenure once. However, the Commissioner NVS, in the event of administrative exigencies, shall take appropriate decision as deem fit.
- b. **Tenure:** The normal stay at particular station prescribed for certain posts shall be as below:

S. No.	Post/Cadre	Prescribed tenure for transfer (in years)
1.	Deputy Commissioners (HQ / RO)	03 years
2.	Assistant Commissioner / Executive Engineer	05 years (03 years in case of hard/North East Region)
3.	Section Officer & equivalent	05 years (03 years in case of hard/North East Region)
4.	Assistant / Audit Assistant	05 years (03 years in case of hard/North East Region)

- c. **Transfer Under administrative compulsion:** Employee/officers of NVS HQ/RO/NLIIs may be transferred from their present place of posting even before completion of the tenure to a station / location under administrative compulsions.
- d. **Request Transfer:** After Completion of tenure as prescribed above, employee / officer may submit his/her request in prescribed format stating choice stations.
- e. **Displacement Transfer:** In absence of request for transfer, any employee / officer, after completion of above prescribed tenure, may be displaced to accommodate any incoming eligible employee / officer.

- f. **Priority Elements:** Priority elements as defined in general transfer policy shall remain applicable to these cadres.
- g. **Competent Authority:** The Commissioner, NVS shall be the competent authority to execute the transfer of employee/officers of NVS Headquarters/Regional Offices/NLIs as a whole or in part, by invoking suitable mechanism of execution. The information regarding such mechanism shall be notified from time to time prior to resorting to such exercise.

7. RULES FOR ADMISSIBILITY OF TRANSFER TA:

Admissibility of Transfer TA shall be applicable in following manner;

- a. Transfer TA shall be admissible in cases of transfer made on “administrative grounds” including transfer in public interest and administrative redeployment of surplus staff.
- b. Transfer TA shall be admissible in cases of “rotational transfer” of Regional Language Teacher from outside native state to native state or vice versa after completion of prescribed mandatory tenure.
- c. Transfer TA shall be admissible in cases of transfer staff from Plain (normal) station to Very Hard/Hard/Semi Hard stations on willingness after completion of prescribed mandatory period. This provision of Transfer TA shall remain applicable to employees like Driver, Electrician-cum-plumber, Lab. Attendant, Cook, Mess Helper, Chowkidar and Chowkidar-cum-sweeper at par with other employees.
- d. Service in hard and difficult stations being region specific, transfer TA shall be admissible only in cases of transfer of staff from hard and difficult (Hard/Very Hard/Semi Hard) station of a region to outside hard and difficult station i.e., either any Plain (normal) station or Hard/very hard/Semi Hard station of the other region after completion of prescribed mandatory tenure. This provision of Transfer TA shall remain applicable to employees like Driver, Electrician-cum-plumber, Lab. Attendant, Cook, Mess Helper, Chowkidar and Chowkidar-cum-sweeper at par with other employees.
- e. Transfer TA shall be admissible to all cases of transfer of deemed employee on displacement.

- f. Transfer TA shall not be admissible under following cases:
- i. Transfer within plain stations on request.
 - ii. Transfer within Hard & difficult stations (within a region) on request.
 - iii. Administrative or displacement transfer ultimately modified into a request transfer by considering request of the employee.
 - iv. If an employee is allotted a station vide disposal of his grievance (not necessarily his choice station) and he/she joins at the allotted station, the case of such transfer shall be treated as transfer on request and Transfer TA shall not be admissible in such transfer unless specified otherwise in the transfer order.
- g. In case of transfer availed by taking advantage of the provision of “Cumulative Tenure Count due to administrative transfer”, the admissibility of transfer TA shall be restricted to completion of requisite tenure at present station.

8. GRIEVANCE REDRESSAL:

- a. Grievance arising out due to transfer shall be addressed by the office of the Commissioner, NVS in light of the provisions of transfer policy. Commissioner, in the event of any prevailing circumstance, may delegate the power to any of the subordinate officer(s) at NVS Headquarters or Regional Offices to address such grievance of the employee on need basis.
- b. If any representation is received from spouse / parents / dependents on behalf of the employee in respect of any matter pertaining to transfer, it shall be assumed that the employee himself is aware of such a representation and that it has been made at his/her instance. Action taken on such representation, shall be treated as disposal of grievance of the employee and without being prejudiced, shall be binding on him.

9. POWER OF RELAXATION OF GUIDELINES:

Notwithstanding anything contained in the guidelines, the Commissioner with the approval of the Chairman NVS, shall be competent to transfer any employee to any place in relaxation of any or all of the above provisions after recording reasons.

10. INTERPRETATION OF GUIDELINES:

Commissioner, NVS shall be the sole competent authority to interpret above provisions and pass such order(s) as deemed appropriate and essential to facilitate the implementation of the guidelines for the purpose of remediating any imbalance

resulting/noticed in transfer and effective control and administration of the NVS as a whole. Such Interpretation shall be notified well in advance before inviting transfer application.

11. OPERATIVE ELEMENTS OF TRANSFER DRIVE:

Commissioner, NVS shall be the competent authority to invoke and execute transfer drive involving suitable mechanism (online/offline), applying / altering / expanding / curtailing operative elements including timeline for execution in the backdrop of the transfer provisions to draw transfer list, maintaining utmost transparency, fairness and accuracy. Information regarding any alteration through interpretation of provisions or in mechanism of execution shall be notified well in advance before launch of the transfer drive.

12. SAFEGUARD AGAINST EXTRANEOUS INFLUENCE:

The provisions laid down in Rule 20 of the CCS (Conduct) Rules, 1964 stipulates that **“No Government servant shall bring or attempt to bring any political or outside influence to bear upon any superior authority to further his interest in respect of matters pertaining to his service under Government.”**

Therefore, employees shall strictly avoid bringing in any outside influence. If such an influence from whichever source espousing the cause of an employee is received, it shall be presumed that the same has been brought in by the employee. Action may also be initiated against such an employee under relevant service rules.

13. REFERENCE:

This document, henceforth, shall serve as the policy document for all sorts of clarification including legal implications pertaining to transfer of employee in NVS.

This comes into force with immediate effect.

[ANNEXURE – I]

**CERTIFICATE OF SINGLE LADY TO BE FURNISHED BY NVS EMPLOYEE CLAIMING PRIORITY
(NEATLY TYPED ON THE LETTER HEAD OF THE ORGANISATION WITH REF. NO. & DATE OF ISSUE)**

Ref. No.

Date of Issue

CERTIFICATE OF SINGLE LADY

This is to certify that Ms. (name of employee) (post), a permanent employee of NVS since (date of joining) and posted in JNV since (date of joining), is covered under priority category of **“SINGLE LADY”** on account of being (**Widow / Unmarried Lady / Divorced Lady**).

This certificate is based on the verification of death certificate of spouse (in case of Widow) / declaration (unmarried lady) / legal documents (legal decree of separation) obtained from the employee and verified from the relevant entry made in the service book of the employee concerned.

**Office Superintendent
(Verifying Authority)
(or, Senior Authority in the Office)**

Name:

Designation:

**Principal
(Countersigning / Issuing Authority)**

Name:

Official Seal:

Please note:

1. **Employee claiming priority under “Single Lady” category is required to submit fresh / latest certificate in the prescribed format only.**
2. **Widow:** The employee claiming Single Lady being widow, must also upload the death certificate of the spouse along with this certificate.
3. **Divorced Lady:** The issuing authority must obtain from the claimant, the decree of court of law confirming legal separation from spouse. Such document must be kept in personal file and relevant entry made in the service book of the employee. **Any ongoing legal proceedings of separation, if subjudice/under trial, does not entitle the claimant to come under ambit of divorced lady.**
4. Certificate, improper in any respect will summarily be rejected and bound to be taken into disciplinary / IPC proceedings against user and issuing authority through proper channel.
5. Any employee willing to claim status of **“Protected Deemed”** or willing to get **“transfer-on-priority”** must submit relevant certificate to the Principal of his/her JNV, prior to declaring vacancy on portal in online vacancy module.
6. The lady employee entering into marriage / remarriage at any point of time prior to cut off date of the year of transfer drive shall lose her claim of being “Single Lady” for the transfer drive of the year & onwards. The Principal is entrusted to update the RO / NVS HQ in this regard.

**FORMAT OF CERTIFICATE TO BE FURNISHED BY NVS EMPLOYEE CLAIMING SPOUSE PRIORITY
(NEATLY TYPED ON THE LETTER HEAD OF THE ORGANISATION WITH REFERENCE NO. & DATE OF ISSUE)**

Ref. No.

Date of Issue

CERTIFICATE OF WORKING SPOUSE

This is to certify that Sh. / Smt. wife / husband of Smt. /Sh. an employee of this organization (name) since (date of joining) and of this office / branch (name) since (date of joining)till date.

To be filled in, by the Issuing Authority with applicable correct option:

1. Is the organization a Central Govt. / Central Govt. PSU / Central Govt. financially added / State Govt. / State Govt PSU / State Govt. financially added?

Register correct option:

2. Is employee a Permanent / Temporary / Ad hoc / Daily wage / Contractual / Niyojit teacher / Guest teacher or employee?

Register correct option:

3. The “Date of Birth” of employee as per records

4. Mobile no. of the employee (optional):

Sign. of the Competent Authority

Name

Post held:

Contact no. of Issuing Auth.

Official Seal.....

Please note:

1. Spouse Certificate is only declaration about an organization and status of employee working in it. Merely submission of spouse certificate may not entitle the NVS employee for claim under priority category.
2. Mobile no. / contact no. of Issuing Authority is **mandatory requirement**.
3. **Must be signed or countersigned by competent authority.**
4. **Spouse certificate should be in latest revised format only.** Certificate, improper in any respect will be rejected and bound to be taken into disciplinary / IPC proceedings against user and issuing authority through proper channel.
5. Any employee willing to claim status of “**Protected Deemed**” or willing to get “**transfer-on-priority**” must submit relevant certificate to the Principal of his/her JNV, prior to declaring vacancy on portal in online vacancy module.
6. **Employee of NVS, having working spouse in PRIVATE organization or having working spouse as Temporary / Ad hoc / Daily wage employee / Niyojit or Guest or Visiting teacher / lecturer in Central or State Govt. organization or Financially aided Govt. institution or office, is not entitled for priority of spouse ground. Therefore, the issuing authority must provide correct information in every respect.**

Handwritten signature and date: 28/01/2022
[Deputy Commissioner (Pers.), NVS]

[ANNEXURE-II(B)]

नविस कर्मचारी के द्वारा प्रस्तुत किए जाने वाले कार्यरत दम्पत्ती प्रमाण पत्र का प्रारूप (प्रमाण पत्र संस्था के अधिकारिक लेटर हेड पर साफ, पठनीय एवं टंकित होनी चाहिए।)

संदर्भ:

दिनांक:

कार्यरत दम्पत्ति प्रमाण पत्र

प्रमाणित किया जाता है कि श्री/सुश्री पत्नी/पति सुश्री/श्री इस संस्थान (संस्थान का नाम)..... में दिनांकसे तथा इस कार्यालय/शाखा (वर्तमान शाखा का नाम) में दिनांक से प्रमाण पत्र जारी किए जाने की तिथि तक कार्यरत हैं।

जारीकर्ता अधिकारी कृप्या सही एवं उपयुक्त विकल्प रिक्त स्थान में दर्ज करें।

1. क्या यह संस्थान अथवा कार्यालय केंद्र सरकार / केंद्र सरकार PSU / / केंद्र सरकार वित्तपोषित संस्थान / राज्य सरकार / राज्य सरकार PSU / राज्य सरकार वित्तपोषित संस्थान है ?
सही विकल्प दर्ज करें:
2. क्या संबंधित कर्मचारी/अधिकारी स्थाई / अस्थाई / तदर्थ (Ad hoc) नियुक्त / दैनिक वेतनभोगी / संविदा / नियोजित / अतिथि शिक्षक अथवा कर्मचारी है ?
सही विकल्प दर्ज करें:
3. कर्मचारी की जन्म तिथि (उपलब्ध अभिलेखों के अनुसार):
4. संबंधित कर्मचारी/अधिकारी का मोबाइल न.(एच्छक).....

सक्षम अधिकारी का हस्ताक्षर

नाम:

पद:

सक्षम अधिकारी का मोबाइल न.

अधिकारिक / कार्यालय का मुहर

कृप्या नोट करें:

1. कार्यरत दम्पत्ति प्रमाण पत्र संबंधित संस्थान/कार्यालय तथा कार्यरत कर्मचारी के बारे में अधिकारिक घोषणा मात्र है। दम्पत्ति प्रमाण पत्र की केवल प्रस्तुति, स्थानांतरण लाभ पात्रता का निर्धारण नहीं करता है।
2. जारीकर्ता / सक्षम अधिकारी का मोबाइल नम्बर दर्ज करना आवश्यक है।
3. प्रमाण पत्र सक्षम अधिकारी के द्वारा हस्ताक्षरित / प्रतिहस्ताक्षरित होना चाहिए।
4. कार्यरत दम्पत्ति प्रमाण पत्र प्रत्येक वर्ष नवीनतम होनी चाहिए। प्रमाण पत्र में गलत / अपूर्ण / अपुष्ट / विकृत सूचना अथवा गलत प्रारूप में होने पर इसे रद्द किया जा सकता है तथा प्रस्तुतकर्ता कर्मचारी एवं जारीकर्ता अधिकारी के विरुद्ध विभागीय / IPC के तहत उचित माध्यम द्वारा कार्यवाही हेतु अनुशंसा की जा सकती है।
5. दम्पत्ती एकीकरण प्रथमिकता वर्ग के अन्तर्गत "Protected Deemed" अथवा स्थानांतरण का लाभ लेने के लिए कार्यरत दम्पत्ति प्रमाण पत्र को आनलाइन रिक्त पद भरे जाने से पहले प्राचार्य (जनवि) के पास जमा करना सुनिश्चित करें।
6. सूच्य हो कि नविस के कर्मचारी जिनके दम्पत्ती निजी संस्था में कार्यरत हैं अथवा केंद्र / राज्य सरकार के वित्तपोषित संस्थान में कार्यरत हों अथवा केंद्र / राज्य सरकार के संस्थान में अस्थाई / तदर्थ (Ad hoc) / संविदा / नियोजित / अतिथि शिक्षक या कर्मचारी हों, दम्पत्ती एकीकरण प्रथमिकता वर्ग के अन्तर्गत लाभ के पात्र नहीं हैं। अतः जारीकर्ता सक्षम अधिकारी सही सूचना के साथ ही प्रमाण पत्र जारी करें।

Handwritten signature and date: 28/01/2022

NAVODAYA VIDYALAYA SAMITI

PROFORMA FOR MEDICAL CERTIFICATE (FOR TRANSFER PURPOSE ONLY)

(To avoid disqualification, please do NOT use abbreviation. Fill it with CAPITAL LETTERS only.
Please do not attach any enclosure except where specifically asked for)

Name of the Patient:
Relation of the Patient with employee (self / spouse / son / daughter):
Date:

I, Dr. with Medical Council Registration No., hereby, certify that Shri / Smt / Ms. aged Sex son / daughter / wife / husband of Shri / Smt. (Name of JNV teacher / employee) is suffering from the disease / diseases with the details as follows and that the treatment of this disease is not at all available at this station or its vicinity:

A. In case of Carcinoma (Cancer): Only confirmed case of Carcinoma, along with proof of undergoing treatment shall form the basis of claiming priority / relaxation. Following information is mandatory from the district medical authority i.e., CMO/CMS/Civil Surgeon or with his countersignature (if not issued by the district medical authority):

1. Name of Carcinoma with organ (site affected):
2. Date, when it was detected first:
3. Brief History-Pathological Report with reference no. & dates:
4. T N M Classification (if applicable):
5. Evidence in support of uncontrolled growth:
6. Evidence in support of Metastasis:
7. Treatment being continued in brief:
8. Full name of Surgery / ies if undertaken:
9. Date of Surgery performed:

B. In case of Renal Failure: It is the final renal failure stage due to chronic irreversible failure of both the kidneys. It must be well documented. The employee must produce evidence of undergoing regular haemodialysis along with other relevant laboratory investigations and doctor's certification. Following information is mandatory from the district medical authority i.e., CMO/CMS/Civil Surgeon or with his countersignature (if not issued by the district medical authority):

1. Name of the disease causing Renal Failure:
2. Date of detection of renal failure:
3. Evidences in support of Chronic Irreversible Changes:
4. No. of Dialysis done with dates (must for availing relaxation):
5. Single or both kidneys are involved:
6. Any Surgery including Renal transplantation done or not:
7. Date of Surgery performed:

C. In case of Loss of Muscle Power (Paralysis): (Cerebro-vascular accidents) Death of a portion of the brain due to vascular causes such as (a) Haemorrhage (Cerebral), (b) Thrombosis (Cerebral), (c) Embolism (Cerebral) causing total permanent disability of two or more limbs persisting of three months after the illness. Following information is mandatory from the district medical authority i.e., CMO/CMS/Civil Surgeon or with his countersignature (if not issued by the district medical authority):

1. Date of Paralytic Stroke:
2. How many extremities are affected:
3. Grading of Muscle power at present:
4. Grading of Muscle Power at the onset of disease:
5. Duration of Loss of Muscle power:
6. Any recovery after the onset till date:
7. Most direct cause of Loss of Muscle Power:

NOTE: Transient / Ischemic attacks and stroke like symptoms resulting from head injury and/or Tuberculosis meningitis, Pyogenic meningitis, Meningococcal meningitis are excluded from Paralysis. Thus, the authority, issuing this certificate should carefully certify the case.

D. In case of Heart Disease: Cases involving Angioplasty / Coronary Artery Bye-pass Grafting / Valve replacement or reconstruction / open heart surgery shall be considered for claiming priority / relaxation under serious ailment. It must be well documented and supported by discharge summary having clear brief of the surgical procedure undergone. Following information is mandatory from the district medical authority i.e., CMO/CMS/Civil Surgeon or with his countersignature (if not issued by the district medical authority):

1. Name of the surgical procedure undergone (CABG / Angioplasty / Valve Replacement or reconstruction / Open Heart Surgery):
2. Date of Surgical Procedure:
3. Name of Doctor-Surgeon:
4. Name of Hospital:

E. In case of Thalassemia: Only Thalassemia Major shall form the basis of claim for priority under serious ailment. History of blood transfusion / replacement (periodicity) at less than three months interval should be well supported by medical documents. Following information is mandatory from the district medical authority i.e., CMO/CMS/Civil Surgeon or with his countersignature (if not issued by the district medical authority):

1. Name of the specific disease (Thalassemia Major or Minor):
2. Date of first detection:
3. Whether blood transfusion/replacement required (**YES / NO**):
4. If so, periodicity / duration of blood transfusion / replacement required by the patient / Chelation therapy:
5. Blood transfusion done last (DD / MM / YYYY):

F. In case of Parkinson's Disease: Progressive degenerative disease of nervous system involving involuntary tremulous motion with lessened muscular power in parts not in action and even when supported with a propensity to bend the trunk forward and to pass from a waling to a running pace, the senses and intellect being tin injured. Must be confirmed by a neurologist. Following information is mandatory from the district medical authority i.e., CMO/CMS/Civil Surgeon or with his countersignature (if not issued by the district medical authority):

1. Date of detection of the disease:
2. Duration of treatment undergone:
3. Name and designation of treating neurologist:
4. Whether admitted in hospital and if so, details thereof:
5. Progressiveness of the disease-please specify:

(to be certified by a neurologist)

NOTE: Patients who are stable with the support of medicine shall be excluded from the claim of priority / relaxation under Parkinson disease. Therefore, certificate issuing authority should carefully certify the case.

G. In case of Motor-neuron disease: Slowly progressive degeneration of motor-neuron cells of brain and spinal cord causing weakness, wasting and twitching in limbs and difficulty in speaking and swallowing. Must be confirmed by a neurologist. Following information is mandatory from the district medical authority i.e., CMO/CMS/Civil Surgeon or with his countersignature (if not issued by the district medical authority):

1. Date of detection of disease:
2. Duration of treatment undergone:
3. Name and designation of treating neurologist:
4. Result of EMG test report and MRI:
5. Grading of muscle power at present:

Note: Weakness of muscle due to other causes like infections, neuropathy traumation, idiopathic, motor-neuron disease involving less than two limbs and the muscle power more than 3 grades, shall not form the basis of claim of priority/relaxation under serious ailment. Therefore, certificate issuing/countersigning authority should carefully certify the case.

Signature of the Issuing Authority

Name:

Name of the Deptt:

Name of the Hospital

Place:

Date:

Seal:

Signature of the patient

Name of the Patient:

Relation with the Employee (Self / Spouse / Son / Daughter):

Mandatory Clause:

Counter signature of the District Medical Authority (CMO / CMS / Civil Surgeon):

Name:

Date & Seal:

Sign. of the Principal (for JNV Staff)/ the Director, NLI (for NLI Staff)/ the Deputy Commissioner (For HQ/RO staff)

Name:

Date & Seal:

Principal (in case of JNV employees) / the Director, NLI (in case of NLI employees) and the DC (in case of RO / HQ employees) should sign the certificate having been satisfied with all the clauses of medical certificate and relevant documents (to be kept in school records) being clearly mentioned and endorsed in context of the provisions of transfer policy and guidelines.

Note : Medical Certificate, without having countersignature / endorsement of the Principal / DC / Director of the concerned establishment, will be treated as null and void.

Handwritten signature and date: 28/01/2022
[Deputy Commissioner (Pers.), NVS]

Annexure - IV

**List of Very Hard / Hard / Semi Hard Stations as notified vide NVS HQ
circular F.No. 2-10/2012-NVS(Estt.II)/Pt.I/2507 dated 19.11.20219**

S.No.	Type of Hard & Difficult Station	Region	Name of Vidyalaya
1	Very Hard Station	Chandigarh	Kargil (Ladakh UT)
			Leh (Ladakh UT)
			Lahaul Spiti (Himachal Pradesh)
		Hyderabad	Andaman and Nicobar Islands
		Shillong	Anjaw (Arunachal Pradesh)
			Dibang Valley (Arunachal Pradesh)
			Tawang (Arunachal Pradesh)
			Tirap (Arunachal Pradesh)
			West Kameng (Arunachal Pradesh)
			Upper Siang (Arunachal Pradesh)
			West Siang (Arunachal Pradesh)
			Tamenglong (Arunachal Pradesh)
			Ukhrul-II (Manipur)
			South Garo Hills (Meghalaya)
			Champhai (Mizoram)
Lawngtlai (Mizoram)			
2	Hard Station	Bhopal	Alirajpur (Madhya Pradesh)
			Jhabua (Madhya Pradesh)
			Jhabua-II (Madhya Pradesh)
			Dantewada (Chhattisgarh)
			Dantewada-II (Chhattisgarh)
			Sukma (Chhattisgarh)
			Sukma-II (Chhattisgarh)
			Bijapur (Chhattisgarh)
			Jashpur (Chhattisgarh)
			Kanker (Chhattisgarh)
			Kalahandi (Odisha)
			Malkangiri (Odisha)
			Malkangiri-II (Odisha)
			Nuapada (Odisha)
			Chandigarh
		Budgam (Jammu & Kashmir UT)	
		Baramulla (Jammu & Kashmir UT)	
		Doda (Jammu & Kashmir UT)	
		Kupwara (Jammu & Kashmir UT)	
		Kishtwar (Jammu & Kashmir UT)	
		Kulgam (Jammu & Kashmir UT)	
		Pulwama (Jammu & Kashmir UT)	
		Poonch (Jammu & Kashmir UT)	
		Rajouri (Jammu & Kashmir UT)	
		Ramban (Jammu & Kashmir UT)	
		Shopian (Jammu & Kashmir UT)	
		Srinagar / Gandarbal (Jammu & Kashmir UT)	
		Kinnaur (Himachal Pradesh)	
		Hyderabad	
		Jaipur	Jaisalmer (Rajasthan)
		Lucknow	Bageshwar (Uttarakhand)
			Chamoli (Uttarakhand)
			Champawat (Uttarakhand)
			Pithoragarh (Uttarakhand)
			Rudraprayag (Uttarakhand)
		Tehri Garhwal (Uttarakhand)	

			Uttarkashi (Uttarakhand)
			Pauri Garhwal (Uttarakhand)
		Pune	Kutch (Gujarat)
			Dangs (Gujarat)
			Ratnagiri (Maharashtra)
		Shillong	All JNVs of Shillong Region except those declared as very hard stations.
3	Semi Hard Station (for transfer purposes only)	Bhopal	Balrampur (Chhattisgarh)
			Kondagaon (Chhattisgarh)
			Narayanpur (Chhattisgarh)
			Surguja (Chhattisgarh)
			Surajpur (Chhattisgarh)
			Nabarangapur (Odisha)
		Jaipur	Banswara (Rajasthan)
			Jodhpur (Rajasthan)
		Patna	Banka (Bihar)
			Nawada (Bihar)
			Garhwa (Jharkhand)
			Gumla (Jharkhand)
			Darjeeling (West Bengal)
		Pune	Nanded (Maharashtra)
			Sindhudurg (Maharashtra)
			Yavatmal (Maharashtra)
Gadchiroli (Maharashtra)			
Banaskantha (Gujarat)			
<i>The list is subject to revision of the Hard & difficult stations (Hard / Very Hard / Semi hard) from time to time by NVS due geographical re-demarcation, opening of new JNVs and other geo-demographical development.</i>			

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