

## **KENDRIYA VIDYALAYA SANGATHAN**

### **TRANSFER GUIDELINES FOR TEACHERS (up to PGTs) AND OTHERS UP TO ASSISTANT**

#### **1. OBJECTIVE**

Kendriya Vidyalaya Sangathan shall strive to maintain equitable distribution of its employees across all locations to ensure efficient functioning of the organization and optimize job satisfaction amongst employees. All employees are liable to be transferred anywhere in India at any point in time and transfer to a desired location can't be claimed as a matter of right. While effecting transfers the organizational interest shall be given uppermost consideration and that the problems and constraints of employee shall remain subservient.

#### **2. DEFINITION:**

<b>S.N.</b>	<b>Terms</b>	<b>Explanations</b>
1	Tenure	The term shall be applicable only in respect of hard/ very hard/ NER stations: 3 Years for hard stations 2 years for very hard stations to be reckoned on 30 <sup>th</sup> June of the year (Amended on 21/12/2011)
2	Hard/ very hard station	As notified by the KVS from time to time. The existing list of places would continue to operate when these guidelines come into operation.
3	Physically challenged employee	Those who are in receipt of conveyance allowance at double the rate prescribed for other employees.
4	APAR	Annual performance appraisal report
5	Organization	Kendriya Vidyalaya Sangathan or any office or school under its administrative control
6	Location	A Kendriya Vidyalaya or any other office of KVS located in a place
7	Station	A city/ town/ metropolis as notified by the KVS with a unique three digit code. More than one Kendriya Vidyalayas/ office can be located at a station.
8	MDG	Separately defined in Annexure - I
9	DFP	Incidence of death of spouse/ own son/ own daughter, if occurred in the last two years as on 31 <sup>st</sup> March of the year.
10	LTR	Retirement due within next three years as on 31 <sup>st</sup> March
11	Transfer Count	Total score of points allotted to different factors relevant for a request transfer as per clause 10
12	Displacement Count	Total score of points allotted to different factors that determine the displacement of an employee from a station as per clause 6

#### **3. APPLICABILITY**

The guidelines shall be applicable to, all categories of teachers, Librarian, Head Master, Assistant and all Group C employees. Transfer shall be effected in the light of provisions contained in clauses 5, 6, 7, 8, 9, 10 and 11 of the guidelines, wherein criteria on the basis of assigning appropriate points to relevant factors of transfer and using the cumulative score as the basis of transfer, has been prescribed.

#### **4. TYPES OF TRANSFER**

Transfer may broadly be classified in two types, viz., administrative transfer, which the KVS orders suo motu in the exigencies of service and administration and in public interest, and request transfer which is effected based on the request of an employee.

**5. ADMINISTRATIVE TRANSFER OF EMPLOYEES**

Through such transfer KVS shall ordinarily:

- a) redeploy surplus staff in excess of sanctioned strength at a location to other location against sanctioned vacancies.
- b) post employees in hard/ very hard/ NER stations.
- c) displacement of an employee from a location to accommodate the request of a needy employees.

**6. FACTORS, POINTS AND CALCULATION OF DISPLACEMENT COUNT OF AN EMPLOYEE FOR DISPLACEMENT TRANSFER (Revised on 21.12.2011 & 04.01.2013)**

Displacement Count of an employee shall be computed by assigning appropriate points to such appropriate factors considered material for displacement as per the following:

S.No.	Factors	Existing points (2012-2013)	Amended points (2013-14)
1	Stay at a station in the same post as on 31 <sup>st</sup> March (30 <sup>th</sup> June for hard/very hard/NE Station in complete years. <b>Clarification:</b> • Period of absence on any account shall also be counted for this purpose. . • If an employee returns to a station X on request after being transferred from X within three years (two years for very hard station), the stay of such an employee at X shall be no. of years spent at X before being transferred plus no. of years spent after coming at X. However, if an employee returns to station after a period of three years (two years for very hard station) the stay shall be counted afresh.	+ 2 for each completed year	+ 2 for each completed year
2	Annual Performance Appraisal Report Grading for the last three years.	+2 for each below average	+ 2 for each below average
3	Employees below 40 years (as on 31 <sup>st</sup> March of the year) who have not completed one tenure at hard/ very hard/ NE stations (During entire service on any post)	Y/N (Indicate Y for Yes and N for No)	Y/N (Indicate Y for Yes and N for No)
4	LTR/DFP/ MDG Cases <b>Clarification:</b> • .If an employee qualifies for more than one the points shall be limited to a maximum of – 50 only.	-50	-50
5	Spouse, if a KVS employee and posted at the same station.	-15	<b>-20</b>
6	Physically challenged employee	-50	-50
7	Spouse, if a Govt. Sector Employee and posted at the same station.	-10	<b>-15</b>

S.No.	Factors	Existing points (2012-2013)	Amended points (2013-14)
8	Woman employee who is not spouse of a KVS /Govt Sector employee	-10	-10
9	Members of recognized associations of KVS staff who are also members of JCM at KVS regional offices and/or KVS headquarters.	-15	-15
10	Award winning employees: National award given by the President of India KVS National Incentive award <b>Clarification:</b> If an employee has won both the awards then the maximum concession of -5 marks shall be given	-5 -2	-5 -2
	<b>Displacement Count</b>	<b>Total score of all the points</b>	<b>Total score of all the points</b>

#### 7. METHOD FOR ADMINISTRATIVE TRANSFER

Administrative transfer under clause 5 (a) shall be effected in the decreasing order of displacement count of employees holding a post at station to eliminate surplus staff and such staff shall be accommodated against clear vacancies. Administrative transfer under 5(b) shall be effected in decreasing order of the displacement count of employees holding a post to fill up anticipated vacancies in hard/ very hard/ NER/ other desired stations to a desired extent. As regards 5(c), to transfer a needy employee, as defined in clause 11(a), to a desired ~~location(s)~~ station(s) mentioned in his/her request application form, an employee holding the same post with the highest displacement count, subject to not being below D1 as prescribed herein below at the relevant ~~location(s)~~ station(s) in the order of preference indicated by the needy employee, shall be liable to be displaced in the event there is no clear vacancy at the ~~location(s)~~ station (s). However an employee seeking request transfer within same station can apply for KV's choice but such transfer will be considered only against vacancy and this will not affect station seniority of the employee and will be liable to be transferred/displaced in public interest. ~~If a needy employee indicates only one choice which happens to be a KV instead of a station then an employee holding the same post in the same KV having highest displacement count subject to not being below D1 shall be likely to be displaced. On the other hand, if the choice indicated is that of a station then the employee having highest displacement count in the station subject to not being below D1 shall be likely to be displaced.~~ (Amended on 21/12/2011) While displacing an employee in such manner an effort would be made to post such an employee to a least inconvenient location against a clear vacancy. In case of a tie in the displacement count of employees the male employee shall be displaced. In case of a tie between the employees of the same gender the employee with earlier date of joining in present station in present post shall be displaced and in case date of joining also coincides for two or more employees then the youngest employee shall be displaced.

- a) Provided, a cut off mark D1 on Displacement Count may be prescribed on year to year basis below which an employee shall not be displaced in a particular year except under clause 5 (a).
- b) Provided, more factors can be added/ deleted and points allocated for different factors can be altered on year to year basis to remediate any imbalance resulting in transfers. Changes shall be notified well in advance before inviting transfer applications.
- c) Provided, an employee with a higher displacement count can be retained if the employee's services are absolutely crucial in the organizational interest. In such eventuality an employee with next lower displacement count shall be liable to be displaced.
- d) Provided, exemption can be given to an employee or group of employees from displacement for such period owing to circumstances or such other administrative exigencies justifying such exemption.

- e) Provided, an employee can be transferred from a location if the employee's stay has become prejudicial to the interest of the organization.
- f) Provided further, an employee can be transferred to a location in administrative exigencies without having any regard to the displacement count of the employee.

8. Employees below 40 years of age (as on 31<sup>st</sup> March of the year) who have not completed one tenure at hard/very hard/NE stations in continuous span in service and not presently posted to such stations and have completed one year stay at present station in the present post, in their decreasing order of Displacement Count; can be posted in Hard/Very Hard/NER stations in regular annual request transfer in the prescribed proforma itself. (Amended on 21/12/2011) Employees may opt for a posting at hard/ very hard/ NER station. KVS shall post them to such location in a transparent manner as per prescribed calendar of activities. Such transfer though on request shall be treated administrative in nature in accordance with clause 5 (b) above.

**9. REQUEST TRANSFER OF EMPLOYEE**

Request transfer shall be effected as per the prescribed calendar of activities. Transfer on request shall be effected on the basis of "Transfer Count" of an employee computed by assigning appropriate points to factors considered relevant for transfer. An employee on initial posting on recruitment is normally barred from applying for request transfer for three years in terms of the appointment order. An employee will not be eligible for request transfer twice in one academic year.

**Para-10 : FACTORS, POINTS AND CALCULATION OF TRANSFER COUNT OF AN EMPLOYEE FOR REQUEST TRANSFER (Revised on 21.12.2011 & 04.01.2013)**

S.No.	Factors	Existing points (2012-2013)	Amended points (2013-14)
1	Active Stay at a station as on 31 <sup>st</sup> March (As on 30 <sup>th</sup> June for Hard/Very Hard/NER Stations). Periods of continuous absence of 30 days or more ( 45 days or more for hard/very hard/ NER stations) shall not be counted.	+ 2 for each completed year	+ 2 for each completed year
2	Annual Performance Appraisal Report Grading for the last three years. If the report for any of the last three years is not written or is unavailable no point shall be given for the relevant year(s).	+2 for Outstanding grading for each year	+2 for Outstanding grading for each year
3	Award winning employees: National award given by the President of India KVS National Incentive award <b>Clarification:</b> If an employee has won both the awards then the maximum concession of +5 marks shall be given.	+5 +2	+5 +2
4	Spouse, if working in KVS at the requested station or within 100 km.	+15	<b>+20</b>
5	Spouse, if working in government sector at the requested station or within 100 km.	+10	<b>+15</b>
6	DFP/MDG/LTR Cases. If an employee qualifies for more than one ground the points shall be limited to a maximum of +50 only. Further, if an employee has already secured a request transfer in previous year(s) on the basis of these additional points the points shall not given again.	+50	+50

S.No.	Factors	Existing points (2012-2013)	Amended points (2013-14)
7	Completion of tenure in hard/NER stations. Completion of tenure in very hard stations Points shall be given only when an employee applies for transfer just after completing the tenure at hard/ very hard/NER station(s).The maximum points under the head shall remain +55/+60 only.	+55 +60	+55 +60
8	Physically challenged employee. Further, if an employee has already secured a request transfer in previous year(s) on the basis of these additional points the points shall not given again in the same post.	+40	+40
9	Woman employee <b>Clarification:</b> Women employees eligible for points under serial no. 4 & 5 herein above shall not be eligible for the points.	+10	+10
	<b>Transfer Count</b>	<b>Total score of all the points</b>	<b>Total score of all the points</b>

#### 11. METHOD FOR REQUEST TRANSFER

Request transfer for a post will be considered at a ~~location~~ station only except for request of intra-station transfer and (Amended on 21/12/2011) shall be accommodated in decreasing order of "Transfer Count" computed on the basis of clause 10 of competing employees. In case of a tie in the transfer count of two or more employees competing for a location/station the female employee shall be preferred first. In case of tie in two or more employees of the same gender an employee with an earlier date of joining in present post in present station shall be accommodated and in case, if the date of joining in present post in present station also coincides then the older employee shall be first accommodated. Transfer counts of all request transfer applications shall be displayed on KVS website and the transfer count so displayed shall remain valid till

31<sup>st</sup> of July of the relevant year and request transfer may be considered for vacancies arising due to retirement or any other reason during the period of validity for which no fresh application shall be invited or considered. Applications shall automatically become infructuous after the expiry of 31<sup>st</sup> July.

- a) Provided, a cut off mark C 1 on transfer count may be prescribed on year to year basis in such a way that an employee whose transfer count is equal to C1 or more may be transferred in one of the desired ~~location(s)~~ station(s) even by way of displacement of an employee as per clause 5(c) in the event there is no clear vacancy at the desired ~~location(s)~~ station(s). In such cases an employee having the highest displacement count subject to not being below D1 shall be liable to be displaced from within the choice ~~location(s)~~ station(s) in order of preference indicated by the needy employee. If no employee holding the same post and having a displacement count D1 or more is found in all the choice ~~location(s)~~ station(s) going in order of preference indicated by the needy employee the request of such a needy employee may not be acceded to. (Amended on 21/12/2011)
- b) Provided, a lower cut off mark C2 on Transfer Count may be prescribed on year to year basis below which the request shall not be accommodated in a particular year. Request for transfer of an employee whose transfer count is less than C1 but greater or equal to C2 shall be considered subject to existence of a vacancy in the desired locations/ stations.
- c) Provided, more factors can be added/ deleted, points allocated for different factors can be altered to remediate any imbalance resulting in transfers, on year to year basis. Changes shall be notified well in advance before inviting applications.

- d) Provided further, the request of an employee with a lower transfer count can be accommodated in preference to employee(s) with higher transfer count if the services of such an employee are essential for efficient functioning of the organization or in view of such other circumstances faced by the employee which justifies such out of turn consideration.

## **12. AUTHORITIES COMPETENT TO EFFECT TRANSFER**

Article 15 (a) (3) of Education Code for Kendriya Vidyalayas empowers Commissioner, KVS to transfer, post and assign any duties to all officers and staff at the headquarters and Regional Offices as well as Vidyalayas. Therefore, Commissioner shall be competent to exercise all powers under these guidelines to; effect transfer and/or grant exemption under various clauses and provisos; and/or do any other exercise prescribed under various clauses and provisos. Commissioner may delegate power to such authorities with such further limitations for such period as deemed appropriate in view of prevailing circumstances either by a general or specific order to such authorities. Power so delegated is liable to be withdrawn by the Commissioner whose discretion in this regard shall be final.

## **13. POWER OF RELAXATION OF GUIDELINES**

Notwithstanding anything contained in the guidelines, the Commissioner with the approval from the Chairman, KVS, shall be the sole competent authority to transfer any employee to any place in relaxation of any or all of the above provisions.

## **14. INTERPRETATION OF GUIDELINES**

Commissioner, KVS shall be the sole competent authority to interpret above provisions and pass such other order(s) as deemed appropriate and essential to facilitate the implementation of the guidelines for the purpose of effective control and administration of the KVS as a whole.

## **15. SAFEGUARD AGAINST EXTRANEOUS INFLUENCE**

Employees shall not bring 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. The request of such an employee shall not be considered. Action may also be initiated against such an employee under relevant service rules.

**Type of Diseases Prescribed as Valid for Transfer on Medical Grounds. TYPE OF DISEASE**

1. CANCER
2. PARALYTIC STROKE
3. RENAL FAILURE
4. CORONARY ARTERY DISEASE AS EXPLAINED BELOW
5. THALASSAEMIA
6. PARKINSONS' DISEASE
7. MOTOR-NEURON DISEASE

The brief description of illness which will be considered as medical grounds for the purpose of transfer, in terms of transfer guidelines is as under. Medical terms referred herein will bear meaning as given in the Butterworth's Medical Dictionary.

**(i) Cancer**

It is the presence of uncontrolled growth and spread of malignant cells. The definition of cancer includes leukemia, lymphomas and Hodgkins' disease.

**Exclusions:**

This excludes non-invasive carcinoma(s) in-Situ, localized non-invasive tumour(s) revealing early malignant changes and tumour(s) in presence of HIV infection or AIDS; any skin cancer excepting malignant melanoma(s) are also to be excluded.

**(ii) Paralytic Stroke**

(Cerebro-vascular accidents) Death of a portion of the brain due to vascular causes such as (s) Hemorrhage (cerebral), (b) Thrombosis (cerebral), (c) Embolism (cerebral) causing total permanent disability of two or more limbs persisting for 3 months after the illness.

**Exclusions :**

- iii) Transient/Ischamic attacks.
- iv) Stroke-like syndromes resulting from
  - a) Head Injury
  - b) Intracranial space occupying lesions like abscess, traumatic hemorrhage and tumour.
  - c) Tuberculosis meningitis, Pyogenic meningitis and meningococcal meningitis.

**(iii) Renal failure**

It is the final renal failure stage due to chronic irreversible failure of both the kidneys. It must be well documented. The teacher must produce evidence of undergoing regular haemodialysis and other relevant laboratory investigations and doctor certification.

**(iv) Coronary artery Disease**

1. Cases involving surgery on the advice of a consultant cardiologist to correct narrowing or blockage of one or more coronary arteries or valve replacements/ reconstructions shall be considered MDG cases up to three years from the date of actual open heart surgery and the eligible employees shall be entitled for the points during this period
2. Cases involving non surgical techniques eg. Angioplasty through the arterial system. Such cases will be considered MDG Cases for a period of one year from the date of procedure and the eligible employees shall be entitled for points during this period.

**(v) THALASSAEMIA**

It is an inherited disorder and it is diagnosed on clinical and various laboratory parameters. Patient with Thalassaemia who is anemic and is dependent upon regular blood transfusion for maintaining the hemoglobin level. In addition he is on chelating agent and other supportive care.

**Inclusions:**

- i) Thalassaemia major: - History of blood transfusion/ replacement at less than three months interval. It must be well supported by all medical documents. The history should include the periodicity/duration of blood transfusion/ replacement required by the patient/Chelation therapy.

**Exclusion:**

- (a) Patient may have Thalassaemia minor. His anemia may become severe because of concurrent infection or stress. Anemia may become severe because of nutritional deficiency or other associated factor.
- (b) Blood transfusion is not required and these patients do not require Chelation therapy.

**(vi) PARKINSONS' DISEASE**

Slowly progressive degenerative disease of nervous system causing tremor, rigidity, slowness and disturbance of balance.

Must be confirmed by a neurologist.

**Inclusion :**

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 intellects being uninjured.

**Exclusion:**

- (iii) Patients who are stable with the support of medicine.
- (iv) Detection of Parkinsons' disease within the duration of 5 years.

**Requirement :**

Date of detection of the disease, hospitalization extent of involvement, duration of treatment along with discharge summary should be furnished. Mention should be made about the progressiveness of the disease, and summary of inception of the patient must be confirmed by Neurologist.

**(vii) 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 neurologist.

**Inclusions :**

Irreversible/progressive motor neuron disease with presence of weakness wasting and fasciculation of limbs with/without brisk tendon jerks and extension painter response.

**Exclusion:**

Weakness of muscle due to other causes like infections, neuropathy traumatation, idiopathic, motor-neuron disease involving less than 02 limbs and the muscle power is more than 3 grades. **Requirement :** It should be duly supported by MRI, EMG and nerve conduction test.

All other disease with more than 50% mental disability duly examined and recommended by the respective Regional Medical Board with latest records/reports within the framework (Amended on 28.12.2012)



## KENDRIYA VIDYALAYA SANGATHAN

### TRANSFER GUIDELINES FOR GROUP A AND GROUP B (SO AND ABOVE) EMPLOYEES

#### 1. GUIDING PRINCIPLE

The matter governing the transfer of employees holding Group A posts and certain Group B posts viz., Section Officer, Audit and Accounts Officer, Administrative Officer, Vice Principal requires greater care and discretion on the part of the transferring authority as these posts are imbued with supervisory responsibility. Posts viz., Section Officer, Administrative Officer, Audit and Accounts Officer, Vice Principal/ Assistant Education Officer/ Principal Grade II, Senior Administrative Officer, Senior Audit and Accounts Officer, Executive Engineer, Technical Officers, Principal Grade I, Education Officer and Assistant Commissioner and higher posts some of which are non transferable at the moment are such posts. Kendriya Vidyalaya Sangathan while effecting transfer of employees holding such post shall strive to maintain equitable distribution of its employees across all locations to ensure efficient functioning of the organization and optimize job satisfaction amongst employees. All employees are liable to be transferred anywhere in India at any point of time and transfer to a desired location can't be claimed as a matter of right. While effecting transfers the organizational interest shall be given uppermost consideration and that the problems and constraints of employee shall remain subservient.

#### 2. TENURE The normal tenure shall be as under:

S.No.	Terms	Explanations	
1	Tenure *	Section Officer, Administrative Officer, Audit and Accounts Officer, Vice Principal, Principal, Education Officer	5 years 3 years in case of hard station/NER stations,
		Assistant Commissioner	3 years for all stations
* However, it is categorically made clear that the tenure so provided under these guidelines shall not be deemed to put an embargo on the administration to transfer an employee in the exigencies of service and/or organizational interest before the completion of tenure			

#### 4. TYPES OF TRANSFER

Transfer may broadly be classified in two types, viz., administrative transfer, which the KVS orders suo mote in the exigencies of service and administration and in public interest, and request transfer which is effected based on the request of an employee.

#### 5. ADMINISTRATIVE TRANSFER OF EMPLOYEES

After the completion of tenure an employee shall be liable for transfer except where an employee's retention after the completion of tenure or an employee's exit before the completion of the tenure is necessary in the organizational interest. Efforts will be made to consider bulk of such transfer post-wise at an opportune time during an academic year. Transfer/ posting to a desired station shall not be claimed as a matter of right. Some crucial determinants for such transfers are as under:

- a) Inherent strength/weakness of an employee to cope with the supervisory responsibility
- b) Domain expertise of an employee
- c) Performance of an employee against tangible parameters wherever possible, for example CBSE results, AFAR Grading in the last three years or such other parameters as may be prescribed from time to time for different posts.
- d) Factors such as: due for retirement, medical problems faced by an employee or family members, spouse working at a station etc.

## **6. REQUEST TRANSFER OF EMPLOYEES**

KVS may invite request transfer from such employees at an opportune time in an academic year in such form and manner as deemed appropriate from time to time and consider such requests for transfer to desired station keeping organizational interest uppermost in consideration. Some crucial determinants for effecting such transfers shall be as follows:

- a) Request of an employee factoring in such components as: due for retirement, medical problems faced by an employee or family members, spouse working at a station etc.
- b) Suitability of an employee for the 'sought for station
- c) Performance of an employee against tangible parameters wherever possible for example CBSE results, APAR Grading in the last three years or such other parameters as may be prescribed from time to time for different posts
- d) Number of years spent at a station

## **7. AUTHORITIES COMPETENT TO EFFECT TRANSFER**

"Article 15(a) (3) of the Education Code for Kendriya Vidyalaya Sangathan empowers Commissioner, KVS to transfer, post and assign any duties to all officer and staff at the Head Quarter and Regional Offices as well as Vidyalayas. Therefore, Commissioner, KVS shall be competent to transfer/~~or grant exemption to~~ (Amended on 28.12.2014) an employee under these guidelines".

## **8. POWER OF RELAXATION OF GUIDELINES**

Notwithstanding anything contained in the guidelines, the Commissioner with the approval from the Chairman, KVS, shall be the sole competent authority to transfer any employee to any place in relaxation of any or all of the above provisions.

## **9. INTERPRETATION OF GUIDELINES**

Commissioner, KVS shall be the sole competent authority to interpret above provisions and pass such other order(s) as deemed appropriate and essential to facilitate the implementation of the guidelines for the purpose of effective control and administration of the KVS as a whole.

## **10. SAFEGUARD AGAINST EXTRANEOUS INFLUENCE**

Employees shall not bring 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. The request of such an employee shall not be considered. Action may also be initiated against such an employee under relevant service rules.