

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:

S.N.	Terms	Explanations
1	Tenure	The term shall be applicable only in respect of hard/ very hard/ NER stations: 02 Years for hard/very hard/NER stations to be reckoned on 30 th June of the year.
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 or any employee with more than 40% disability on production of medical certificate from Govt. Hospital issued by competent Medical Authority/ Board.
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 st March of the year.
10	LTR	Retirement due within next three years as on 31 st 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:

- Redeploy surplus staff in excess of sanctioned strength at a location to other location against sanctioned vacancies.
- Post employees in hard/ very hard/ NER stations.
- Displacement of an employee from a location to accommodate the request of an employee **who is LTR/ DFP/MDG/PH employee/ employee having differently abled dependant child.**
- Transfer of Non-teaching staff upto Assistant in KVs and other offices of KVS after completion of a tenure of 05 year in a KV and / or 10 years continuously on a station in the same post. Not more than 1/3rd of such employees shall be transferred in a year and further that the longest serving employee against this norm shall be transferred first.**

6. FACTORS, POINTS AND CALCULATION OF DISPLACEMENT COUNT OF AN EMPLOYEE FOR DISPLACEMENT TRANSFER:-

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 (2015-2016)
1	Stay at a station in the same post as on 31 st March (30 th June for hard/very hard/NE Station in complete years. Clarification: • 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 hard/very hard/NE 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 hard/very hard/NE station) the stay shall be counted afresh.	+ 2 for each completed year
2	Annual Performance Appraisal Report Grading for the last three years.	+ 2 for each below average grading
3	Employees below 40 years (as on 31 st 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)
4	LTR/DFP/MDG cases Clarification :- If an employee qualifies for more than one ground the points shall be limited to a maximum of (-)50 only.	-50
5	Spouse if a KVS Employee and posted at the same station .	-20
5(a)	<u>Spouse, if a Defence employee and posted at the same station .</u>	<u>-18</u>
6	Physically Challenged employees.	<u>-60</u>
7	Spouse if a Govt. Sector Employee and posted at the same station.	-15

S.No.	Factors	Existing points (2015-2016)
8	Woman employee who is not spouse of a KVS /Govt Sector employee	-6
9	Members of recognized associations of KVS staff who are also members of JCM at KVS regional offices and/or KVS headquarters.	-15
10	Award winning employees: National award given by the President of India KVS National Incentive award Clarification: If an employee has won both the awards then the maximum concession of -5 marks shall be given	-5 -2
	Displacement Count	Total score of all the points

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 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 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 station (s). However an employee seeking request transfer within same station can apply for KVs 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. While displacing an employee in such manner an effort would be made to post such an employee **against a choice station indicated in annual transfer application proforma failing which to the nearest vacancy** 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.

- 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), **5(c) and to accommodate an employee who has completed tenure in NER/Hard/Very Hard station.**
- 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.
- 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.
- Provided, exemption **for one year at a time** 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. **KVS employees whose children are likely to appear in class XII Board Exams in the transfer year will get exemption of one year.**
- Provided, an employee can be transferred from a location if the employee's stay has become prejudicial to the interest of the organization.
- Provided further, an employee can be transferred to a location in administrative exigencies without having any regard to the displacement count of the employee.

- g) Provided, an employee can be transferred in public interest from a location to another Location/ station having low staff strength in the same region in the descending order of displacement count after the completion of annual transfer process.

8. Employees below 40 years of age (as on 31st 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 **Choice stations, if any, for posting in Hard/ Very Hard/ NER station may be indicated in regular annual transfer application.** 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 one year in terms of the appointment order. An employee will not be eligible for request transfer twice in one academic year.

10. FACTORS, POINTS AND CALCULATION OF TRANSFER COUNT OF AN EMPLOYEE FOR REQUEST TRANSFER:-

S.No.	Factors	Existing points (2014-2015)
1	Active Stay at a station as on 31 st March (As on 30 th 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	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
3	Award winning employees: National award given by the President of India KVS National Incentive award Clarification: If an employee has won both the awards then the maximum concession of +5 marks shall be given.	+5 +2
4	Spouse if working in KVS at the requested station or within 100 km.	+20
4(a)	<u>Spouse if working in Defence sector at the requested station or within 100 km.</u>	+18
5	Spouse if working in Government Sector at the requested station or within 100 km.	+15
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
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



S.No.	Factors	Existing points (2014-2015)
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 be given again in the same post.	+ 60
9	Woman employee Clarification:- Women employees eligible for points under serial no. 4 & 5 herein above shall not be eligible for the points.	+6
	Transfer Count	Total score of all the points

11. METHOD FOR REQUEST TRANSFER.

Request transfer for a post will be considered at a station only except for request of intra-station transfer and 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 31st 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 31st July.

- 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 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 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 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 station(s) going in order of preference indicated by the needy employee the request of such a needy employee may not be acceded to.
- 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 preferably in KVs having more vacancies thereafter in KVs having less vacancies.
- 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.
- 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.

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- e) Provided that employees with differently abled dependant child should be given posting in 'A' & 'B' class cities incase they are not able to get transfer to their choice stations indicated. Further in such cases, percentage of disability should be as per DOPT norms.

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. Outside influence shall include representations from even spouse and family members/ relatives of KVS employees. Any representation / request regarding transfer not signed by employee himself/ herself shall not be considered and shall be summarily rejected.

16. CALENDAR OF ACTIVITIES OF ANNUAL TRANSFER.

A detailed calendar of activities of annual transfer will be prepared by KVS to effect annual transfers pursuant to these guidelines. The following timeframe/deadlines will be followed to complete the process :-

- a) Issuance of transfer orders by 31st July by KVS.
- b) Modifications/ Cancellations on administrative ground/ to remove anomalies in transfer orders already issued, by 31st August by KVS.
- c) Transfers with approval of Chairman, KVS by 30th Sept.
- d) Annual Transfer process will close from 1st October.
- e) After 1st October transfer on Administrative Grounds by Commissioner.
- f) Transfer requests in exceptional circumstances against vacancies with approval of Chairman, KVS to be allowed after 01st October in cases of :-

1) DFP.

2) MDG of employee self.

- g) No Transfers would be ordered during annual examinations.

Note: - The words/ sentences in bold and underlined reflect amendments approved by BoG, KVS on 13.03.2015.



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.
8. ANY OTHER DISEASE WITH MORE THAN 50% MENTAL DISABILITY.

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 :

- i) Transient/Ischamic attacks.
- ii) 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 e g. 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 dependant 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:

- (i) Patients who are stable with the support of medicine.
- (ii) 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.

(viii) "Any other disease with more than 50% mental disability duly examined by and recommended by the respective Regional Medical Board with latest records/reports (within three months).
