

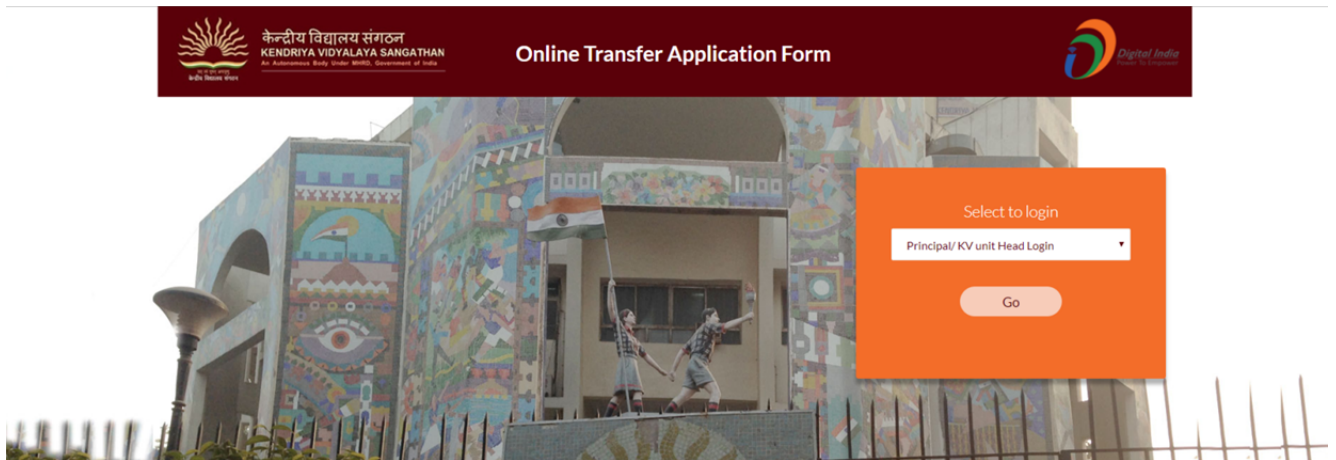


KVS Online Transfer Application 2018

Employee Manual

How to login to the Online Transfer Application Portal

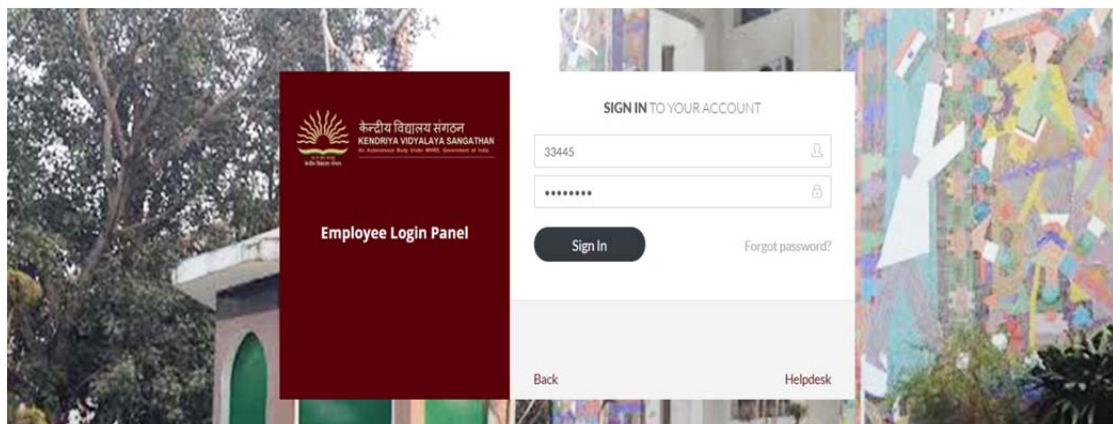
1. Open a browser window of Chrome or Mozilla Firefox or Vivaldi. If you do not have any of these browsers, please download and install the latest version. Type the url as given below to open the login page of the online transfer application.
www.



2. Select "employee login" from the drop down and click "Go"



3. On the login screen, type in your User ID and password and click "signin"
Note: Your User ID and Password will be shared by your principal.



4. Once logged in, it will display your home screen with all your details. Click on "Transfer Application

Form” tab at the top, to open the transfer application form.

The screenshot shows the KVS portal home page. The top navigation bar includes 'Home', 'Transfer Application Form' (highlighted with a red circle), 'Circulars', and 'Helpdesk'. The user's name 'Gudiya Rani' is displayed in the top right corner. The main content area features a profile card for 'GUDIYA RANI (Post Code:LAB)' with fields for Subject Code (LAST), Post Code (LAB), School Code (1403), and Station Code (239). To the right, there are two summary boxes: 'CONTACT DETAILS' with email 'kvse23@gmail.com' and 'YOUR TRANSFER APPLICATION DETAILS' with 'CURRENT DETAILS' including Application NO. 14031091, Emp Code 33445, and KV Code 1403. The footer contains copyright information and links for Helpdesk, Terms of use, and Privacy Policy.

5. The transfer application form

The screenshot displays the 'KVS Transfer Application Form (2018) for Teachers upto PGT and non-teaching staff upto ASO'. The application number is 14031091. The form is divided into sections, with 'PART A : PERSONAL DETAILS (Mandatory for all employees)' being the first section. It contains the following information:

1. Employee Name		
Gudiya Rani		
2. Post Code	Subject Code	Employee Code
LAB	LAST	33445
3. Present Station Code	Present KV Code	Shift(1/2)
239	1403	<input checked="" type="radio"/> 1st <input type="radio"/> 2nd

How to Fill the Transfer Application form

1. Click on the tab given on the top saying "Transfer Application form"

The screenshot shows the top navigation bar of the KVS website. The 'Transfer Application Form' tab is highlighted with a blue arrow. Below the navigation bar, the user profile section for 'AWADESH DUBEY' is visible, showing various codes and contact information.

AWADESH DUBEY (Post Code:TGT)	
Subject Code	DRGT
Post Code	TGT
School Code	1704
Station Code	392

CONTACT DETAILS
123@kvsedu.org

YOUR TRANSFER APPLICATION DETAILS
CURRENT DETAILS
Application NO. 2610010
Emp Code 25896
KV Code 1704

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2. This will lead you to the Transfer Application Form (2018) for Teachers upto PGT and non-teaching staff upto ASO.

The screenshot shows the 'KVS Transfer Application Form (2018) for Teachers upto PGT and non-teaching staff upto ASO'. The application number is 14031091. The form is divided into sections, with 'PART A : PERSONAL DETAILS (Mandatory for all employees)' being the first section.

Application Number: 14031091

✓ PART A : PERSONAL DETAILS (Mandatory for all employees)

1. Employee Name
Gudiya Rani

2. Post Code LAB	Subject Code LAST	Employee Code 33445
3. Present Station Code 239	Present KV Code 1403	Shift(1/2) <input checked="" type="radio"/> 1st <input type="radio"/> 2nd
4. Date of joining in KVS in present post dd-mm-yyyy	5. Date of joining in present station in present post dd-mm-yyyy	6. Date of joining in present KV in present post dd-mm-yyyy

7.(A) If you are presently posted at Hard/ Very Hard/ NE station then date of continuous posting in Hard/Very Hard/NE Station in present post only.

7.(B) Have you been transferred on administrative ground under Para 7(e) and not completed 03 years at the present station as on 30-06-2018 Yes No

8. Date of Birth Gender Male Female

9. Details of last three transfers in the present post in ascending order (Please also indicate Ground Code in Numerical against each transfer)

KV Code from where transferred	Period	Ground Code(Numerical) for Transfer	Name of Home Town/Dist./State
<input type="text" value="Please Select..."/>	Beginning... to Ending...	<input type="text" value="Please Select..."/>	Home Town
<input type="text" value="Please Select..."/>	Beginning... to Ending...	<input type="text" value="Please Select..."/>	District
<input type="text" value="Please Select..."/>	Beginning... to Ending...	<input type="text" value="Please Select..."/>	State

Follow the following instructions to fill the form

Fill only those fields that are related to you and leave other fields blank.

While filling the form if you have some urgent work you can save your work by clicking "**Save for Later**" button given in the bottom of the form before leaving.



Clicking on "Reset Form" will remove all data and reset the form to the default, blank application form.

Please note that if you have checked the declaration checkbox & then clicking on "Save For Later" the declaration will not be saved

Part A: Personal Details

- Points 1, 2 & 3 are prefilled (except shift option, select the appropriate option for shift option) you do not need to fill however check whether the details filled are correct or not.

1. Employee Name
Awadesh Dubey

2. Post Code **TGT** Subject Code **DRGT** Employee Code **25896**

3. Present Station Code **392** Present KV Code **1704** Shift(1/2) 1st 2nd

- Point 4, for mentioning the date of joining in KVS in present post, select the date by clicking on the calendar.

4.Date of joining in KVS in present post *

5.Date of joining in present station in present post *

6.Date of joining in present KV in present post *

- Point 5, for mentioning the date of joining in present station in present post, select the date by clicking on the calendar.
- Point 6, for mentioning the date of joining in present KV in present post, select the date by clicking on the calendar.
- Point 7 (A), for mentioning date of continuous posting in Hard/Very Hard/NE Station for cases of combined stay in conjunction with present posting also in Hard/Very Hard/NE Stations in present post only select the date by clicking on the calendar.

7.(A) If you are presently posted at Hard/ Very Hard/ NE station then date of continuous posting in Hard/Very Hard/NE Station in present post only.

- Point 7 (B), If you were transferred under Para 7(e) AND not completed 3 years in present station, only then select “Yes”

7.(B) Have you been transferred on administrative ground under Para 7(e) and not completed 03 years at the present station as on 30-06-2018 Yes No

- Point 8, for mentioning the date of birth, select the date by clicking on the calendar and mention gender.

8. Date of Birth *

Gender Male Female

- Point 9, details of last three transfers in the present post in ascending order (Please also indicate Ground Code in Numerical against each transfer), select the KV from the list given and then mention the details next to it from the dropdown, also mention your Home Town, district and State.

9. Details of last three transfers in the present post in ascending order (Please also indicate Ground Code in Numerical against each transfer)

KV Code from where transferred	Period	Ground Code for Transfer	Name of Home Town/Dist./State
<input type="text" value="Please Selected..."/>	Beginning_ to Ending_	--Select--	Home Town
<input type="text" value="Please Selected..."/>	Beginning_ to Ending_	--Select--	District
<input type="text" value="Please Selected..."/>	Beginning_ to Ending_	--Select--	State

- Point 10, Employees can apply for either a shift change in the same KV (Point 10A) OR opt for INTRA STATION (Point 10B) OR INTER STATION (Point 10C).
- Point 10A, If you want to apply for a shift change in the same vidyalaya, select “Yes”. Once you select “Yes”, the option to select shift 1 or 2, appears.

10 (A) Whether applying for shift change in the same vidyalaya Yes No

Shift transfer sought to Shift 1 Shift 2

- Point 10B & 10C, If you want Intra Station transfer (transfer within station) then select the KV from the list in 10B, but if you want Inter Station transfer (transfer in any other station), Click OR and then select the station code from the list in Point 10C. **Note: - You can select either 10B or 10C.**

<p>10(B).Indicate Name & code numbers of maximum five choice KVs of present station of posting in order of preference (four digit code) (Applicable for Intra Station Only)</p>	<p>KV Code</p> <div style="margin-bottom: 5px;"><input type="text" value="Please Select...."/></div> <div style="margin-bottom: 5px;"><input type="text" value="Please Select...."/></div> <div style="margin-bottom: 5px;"><input type="text" value="Please Select...."/></div> <div style="margin-bottom: 5px;"><input type="text" value="Please Select...."/></div> <div style="margin-bottom: 5px;"><input type="text" value="Please Select...."/></div>	<p>Name of KV</p> <div style="margin-bottom: 5px;"><input type="text" value="N/A"/></div> <div style="margin-bottom: 5px;"><input type="text"/></div> <div style="margin-bottom: 5px;"><input type="text"/></div> <div style="margin-bottom: 5px;"><input type="text"/></div> <div style="margin-bottom: 5px;"><input type="text"/></div>
<p><input type="checkbox"/> OR</p> <p><input checked="" type="checkbox"/> OR</p>		
<p>10 (C). Indicate Name & code numbers of maximum five choice stations other than the present station of posting in order of preference(three digit code). (Applicable for Inter-Station only)</p>	<p>Station Code</p> <div style="margin-bottom: 5px;"><input type="text" value="Select Station code..."/></div> <div style="margin-bottom: 5px;"><input type="text" value="Select Station code..."/></div> <div style="margin-bottom: 5px;"><input type="text" value="Select Station code..."/></div> <div style="margin-bottom: 5px;"><input type="text" value="Select Station code..."/></div> <div style="margin-bottom: 5px;"><input type="text" value="Select Station code..."/></div>	<p>Name of Station</p> <div style="margin-bottom: 5px;"><input type="text"/></div> <div style="margin-bottom: 5px;"><input type="text"/></div> <div style="margin-bottom: 5px;"><input type="text"/></div> <div style="margin-bottom: 5px;"><input type="text"/></div> <div style="margin-bottom: 5px;"><input type="text"/></div>

- Point 11, Choose 5 stations of your choice, other than your current station, in case you are transferred on displacement.

<p>11 .Kindly fill maximum five stations choice other than present station, incase you are transferred on displacement.</p>	<p>Station Code</p> <div style="margin-bottom: 5px;"><input type="text" value="Select Station code..."/></div> <div style="margin-bottom: 5px;"><input type="text" value="Select Station code..."/></div> <div style="margin-bottom: 5px;"><input type="text" value="Select Station code..."/></div> <div style="margin-bottom: 5px;"><input type="text" value="Select Station code..."/></div> <div style="margin-bottom: 5px;"><input type="text" value="Select Station code..."/></div>	<p>Name of Station</p> <div style="margin-bottom: 5px;"><input type="text"/></div> <div style="margin-bottom: 5px;"><input type="text"/></div> <div style="margin-bottom: 5px;"><input type="text"/></div> <div style="margin-bottom: 5px;"><input type="text"/></div> <div style="margin-bottom: 5px;"><input type="text"/></div>
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Part B: Calculation of Displacement Points

- Point 1, Select the appropriate points from the dropdown list for stay at a station in the same post as on 30th June, 2018

1. Stay at a station in the same post as on 30th June, 2016 for Hard/Very Hard/NE station in complete years (As per information under Col.5 of Page 1)	+2 for each completed year	18
Clarification <ul style="list-style-type: none">Period of absence on any account shall also be counted for this purpose.If any 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.Clause of relaxation of 25 days to be inserted.		

- Point 2, APAR points, select the appropriate points from the dropdown

2. Annual Performance Appraisal Report Grading for the last two years	+2 for each Below Average Grading	04
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- Point 3, Employ below 40 years of Age fill the correct option (Yes/No) and then fill the required details. This is applicable for Male teachers below the age of 40. All others are requested to keep it blank

3. Employees below 40 years of age (as on 30th June, 2016) regarding completion of tenure at hard/very hard/NE stations. (Indicate Yes for COMPLETED & No for NOT COMPLETED (See instruction at S.No.11(3)) (Applicable only for male teachers below 40 years of age, others may leave this option blank)	<input checked="" type="radio"/> Yes <input type="radio"/> No	8 (DHARANGANDHRA) (H) Station Code of Hard/Very Hard/NER where tenure completed 16/04/2001 to 06/04/2010
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- Point 4, LTR/DFP/MDG/Widow/Single Parent Cases select the field related to you and leave other fields, no need to enter points select the category only.

4. LTR/DFP/MDG/Widow/Single Parent Cases (Select whichever is applicable)	<input checked="" type="checkbox"/> LTR <input type="checkbox"/> DFP <input type="checkbox"/> MDG <input type="checkbox"/> Widow <input checked="" type="checkbox"/> Single Parent (-50)	-50
Clarification: <ul style="list-style-type: none">If an employee qualifies for more than one, the points shall be limited to a maximum of -50 only.		

- Female Employees can select only one option from Points 5, 6, 7 & 8. Male employees can select only one option from Points 5, 6 & 7. Choose the one which is applicable in your case.

5. Spouse if a KVS Employee and posted at the same station or within 100 Kms.	<input type="radio"/> Yes <input checked="" type="radio"/> NO	(-50)	0 _____
6. Spouse if a Defence Employee and Central Armed Police Forces employee posted at the same station or within 100 Kms.	<input type="radio"/> Yes <input checked="" type="radio"/> NO	(-40)	0 _____
7. Spouse if a Govt.Sector Employee & posted at the same station or within 100 kms.	<input type="radio"/> Yes <input checked="" type="radio"/> NO	(-20)	0 _____
8. Woman employee not covered under 12(5) ,12(6) & 12(7) above are eligible for these points	<input type="radio"/> Yes <input checked="" type="radio"/> NO	(-6)	0 _____

- Point 9, select Yes if you are a Physically challenged employee

9. Physically challenged employee	<input type="radio"/> Yes <input checked="" type="radio"/> NO	(-60)	0 _____
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- Point 10, Click yes if you are a members of recognized associations of KVS staff who are also members of JCM at KVS regional offices and/or KVS headquarters.

10. Members of recognized associations of KVS staff who are also members of JCM at KVS regional offices and/or KVS headquarters.	<input type="radio"/> Yes <input type="radio"/> NO	(-25)	0 _____
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- Point 11, Select the appropriate box if you are an Award winning employee of KVS.

11. Award winning employees: National Award given by the president of India(-6) KVS National Incentive Award(-4) KVS Regional Incentive Award(-2) Clarification:If an employee qualifies for all the awards then the maximum concession of -6 marks shall be given.	<input checked="" type="checkbox"/> -6 <input checked="" type="checkbox"/> -4 <input type="checkbox"/> -2	-6 _____
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- Point 12, if your child is appearing for 10th or 12th class board exam in the transfer year, please select “Yes” and provide the relevant details.

12. Whether child of the employee is appearing in class X or XII Exam in the transfer year i.e. March-2019 and whether the employee is seeking exemption from displacement under para 7(d) of Transfer Guidelines. (if yes mention name of child, School & Board).	<input checked="" type="radio"/> Yes <input type="radio"/> No	Child Name _____ School Name _____ Name of Board _____
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Part C: Calculation of Transfer Points

To fill Part C of the transfer application form, click on yes

- **Point 1, Stay at a station in the present post select the appropriate points from the dropdown option.**

1. Stay at a station in the present post as on 30th June 2018 .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	<input type="text" value="0"/>
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- **Point 2, Annual Performance Appraisal Report Grading for the last two years select the appropriate points from the dropdown option.**

2. Annual Performance Appraisal Report (APAR) Grading for the last 02(two) years. If the APAR for any of the last two years is not written or is unavailable , APAR for the corresponding previous year will be considered.	+2 for Outstanding Grading for each year	<input type="text" value="0"/>
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- **Point 3, if you are an award winning employees select the appropriate point or else leave this option.**

3. Award winning employees: <ul style="list-style-type: none">• National award given by the President of India• KVS National Incentive Award• KVS Regional Incentive Award• Clarification:<ul style="list-style-type: none">◦ If an employee has won any two or all the awards then the maximum concession of +6 marks shall be given.	<input type="checkbox"/> +6 <input type="checkbox"/> +4 <input type="checkbox"/> +2	<input type="text" value="0"/>
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- **You can select only one option from Points 4, 4(a), & 5. Choose the one which is applicable in your case.**

4. Spouse if working in KVS at the requested station or within 100 km	<input type="radio"/> Yes <input checked="" type="radio"/> No	(+50)	<input type="text" value="0"/>
4 (a). Spouse if working in Defence/Central Armed Police Forces Employee at the requested station or within 100 km	<input type="radio"/> Yes <input type="radio"/> No	(+40)	<input type="text" value="0"/>
5. Spouse if working in government sector at the requested station or within 100 km	<input type="radio"/> Yes <input checked="" type="radio"/> No	(+20)	<input type="text" value="0"/>

- **Point 6, LTR/DFP/MDG Cases change as in part B, select the appropriate option or else leave this option**

6. LTR/DFP/MDG/Widow/Single Parent(SP) Cases. If an employee qualifies for more than one grounds then point shall be limited to a maximum of +50 only. if an employee has secured last transfer on LTR/DFP/MDG/Widow/SP ground, these points shall not be given in the same post.	<input type="checkbox"/> LTR <input type="checkbox"/> DFP <input type="checkbox"/> MDG <input type="checkbox"/> Widow <input type="checkbox"/> SP (+50)	<input type="text" value="0"/>
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- **Point 7, Completion of tenure in hard/NER/very hard stations, select +55 for Hard / NER and select +60 for Very Hard, to know the station codes of hard/very hard station see the list given on the home page of the portal.**

7. (a) Completion of tenure in Hard/NER stations (03 years).

(+55) (+60) NA

55

(b) Completion of tenure in Very Hard stations (02 years).

Points shall be given when an employee applies for transfer after completing the tenure at hard/ Very Hard/ NER station(s). The maximum points under the head shall remain +55/+60 only.

• **Clarification:**

- Tenure of 03 years in case of Hard and NER Stations shall not be applicable to those employee who have been posted earlier with 02 years tenure. The new tenure of 03 years shall be made operative for employee transferred/posted w.e.f. from 2016-17.

- **Point 8, if you are a physically challenged employee then select yes.**

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.

Yes (+60) NO

0

- **Point 9, for women employees. You will not be eligible for this point if you have selected "Yes" in any of the points 4, 4(a), 5 & 6.**

9. Woman Employee

Yes (+6) NO

6

Clarification: Women employees eligible for points under serial No. 4, 4(a), 5 & 6 herein above shall not be eligible for these points.

- **Point 10, Click yes if you are a member of recognized associations of KVS staff who are also members of JCM at KVS regional offices and/or KVS headquarters.**

10 .Members of Recognized Associations of KVS staff who are also members of JCM at KVS regional office or KVS headquarters

Yes (+25) NO

0

- **Point 11, if you are an employee having a differently abled dependent child as per DOP&T Norms please mention yes and fill the name of cities otherwise else leave this option.**

11. For employee having a differently abled dependent child as per DOP&T Norms. (Para 11(e) of Transfer Guidelines). In case you don't get transfer as per you choice(s) in part A of the form, would you like your transfer to another class A or B city to facilitate the treatment of your child. if yes, please indicate two such stations.

Yes No

1st Choice

2nd Choice

Part D: Declarations

- Point 1, If you are seeking benefit of spouse, working at the same station or within a distance of 100 km, please choose “Yes”, and provide the relevant details.

1. Whether the employee is seeking benefit of spouse who is working at the same station or within the distance of 100 km where employee is posted/transfer is being sought for.

Yes No

Name of the Spouse

Post held by Spouse

Name of Department/Organization

Name of Station

- Point 2, If you are seeking benefit on medical grounds, please select “Yes” and provide the relevant details.

2. Whether the employee is seeking benefit on medical ground(MDG Ground)

Yes No

Name of patient

Relation with the employee

Type of ailments (Strictly as per the Annexure 1 of Transfer Guidelines)

Name of the Hospital and the place where treatment is being undertaken :

Name and designation of the Medical Officer who has issued the medical certificate:

- After filling all the details click on the checkbox given here and press submit button to submit your application form. **Note:** - Please cross check all the details before submitting the form

Declaration by Employee.

I hereby undertake that information given by me, as above is absolutely correct and true as per my knowledge and belief. If later on, any thing is found misleading/wrong then my application is liable to be rejected by KVS and I shall be opened for any disciplinary action as deemed fit against me for giving misleading information.

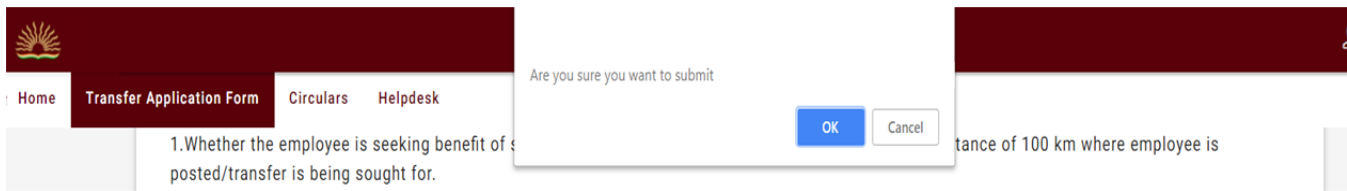
* Fields are Required

SUBMIT FORM

SAVE FOR LATER

RESET FORM

- On clicking "Submit" button it will ask for confirmation click "OK" to submit the form.



- After submitting you can take printout of the filled form for the future reference by clicking on the Print Button at the top of the form.

