

**KENDRIYA VIDYALAYA SANGATHAN**

**CALENDAR OF ACTIVITIES FOR ANNUAL TRANSFERS FOR THE YEAR 2018**

Sl.No.	Activities	Dates
1.	Issue of transfer notification and Display of Tentative Vacancies on the KVS (HQ) website.	25 <sup>rd</sup> May, 2018
2.	Generation of employee ID and password by the Principal/Controlling Officer and Communication to staff members.	28 <sup>th</sup> May, 2018
3.	Filling online transfer applications by the employees	29 <sup>th</sup> May to 7 <sup>th</sup> June, 2018
4.	Scrutiny and verification of transfer applications submitted by the employees by the Principal/DC/Director ZIET/AC Estt (HQ) and submission to KVS (HQ).	Upto 8 <sup>th</sup> June, 2018
5.	Display of Transfer Count and Displacement Count on the website of KVS (HQ).	11 <sup>th</sup> June, 2018
6.	(i) Issue of transfer orders of employees below 40 years of age to Hard/NER station on admin ground (Only male teachers). (ii) Issue of transfer orders on request for hard/NER stations for both male and female teachers/employees. (iii) Request transfer for change of shift in the same Vidyalaya.	On or before 15 <sup>th</sup> June, 2018
7.	Issue of transfer orders for Intra-Station request transfers against the vacancies.	On or before 18 <sup>th</sup> June, 2018
8.	(i) Issue of Inter-Station request transfers against vacancies/Displacement in respect of employees whose transfer counts/ displacement counts are <b>C1 &amp; D1 and D2</b> and above including HARD/VERY HARD/NER STATION/LTR/MDG/DFP/PH/ WIDOW & SINGLE PARENT. <b>(C1 stands for TC = 50 or above, D1 stands for DC equal to 10 and above with 05 years stay at the present station and D2 stands for DC equal to 10 and above with 10 years stay at present station)</b> (ii) Issue of transfer orders of employees working in sensitive post in pursuance with the instructions issued by the Central Vigilance Commission as mentioned under para 5(d) of transfer guidelines 2018.	On or before 20 <sup>th</sup> June, 2018
9.	Modifications/Cancellations on administrative ground to remove anomalies in transfer orders already issued by 20 <sup>th</sup> June by KVS (HQ).	On or before 5 <sup>th</sup> July, 2018

**NB: SCHEDULE FOR TRANSFER AGAINST NO-TAKER VACANCIES AND MUTUAL TRANSFERS WILL BE ISSUED SEPARATELY IN DUE COURSE OF TIME.**