

Application Form No.

For office use only

KVS TRANSFER APPLICATION FORM FOR TEACHERS UPTO PGT AND OTHERS UPTO ASST.												
PART A PERSONAL DETAILS												
Mandatory for all the employees												
1	Name of Employee Without Mr./Ms. etc.											
2	Post			Subject				Employee Code				
3	Present Station Code			Present KV Code					Shift 1/2			
4	Date of joining in present KV in present post (dd/mm/yyyy)											
5	Date of joining in present station in present post (dd/mm/yyyy)											
6	Date of Birth ( dd/mm/yyyy)								Sex (M/F)			
7	Indicate code number of maximum five choice KVs in order of preference (four digit code) An employee shall not apply for KVs and stations both											
8	Indicate code number of maximum five choice stations in order of preference (three digit code) An employee shall not apply for KVs and stations both											

PART B CALCULATION OF DISPLACEMENT COUNT			
Mandatory for all the employees			
9	Calculation of displacement count: Factors Allot points for applicable factors only and write NA for not applicable factors	Points to be allotted	Points actually allotted
1	Stay at a station in the same post as on 31 <sup>st</sup> March in complete years <b>Clarification:</b> <ul style="list-style-type: none"> <li>• Period of absence on any account shall also be counted for this purpose.</li> <li>• 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.</li> </ul>	+ 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 <sup>st</sup> March of the year) who have not completed one tenure at hard/ very hard/ NE stations	+ 8	
4	LTR/DFP/ MDG/ Cases ( Strike out whichever is not applicable) <b>Clarification:</b> <ul style="list-style-type: none"> <li>• If an employee qualifies for more than one the points shall be limited to a maximum of - 20 only.</li> </ul>	(-20)	
5	Spouse, if a KVS employee and posted at the same station.	(-7)	
6	Physically challenged employee	(-20)	
7	Woman employee not covered under 9(5) ABOVE	(-5)	
8	Members of recognized associations of KVS staff who are also members of JCM at KVS regional offices and/or KVS headquarters.	(-15)	
9	Award winning employees: National award given by the President of India KVS National Incentive award <b>Clarification:</b> If an employee qualifies for both the awards then the maximum concession of -5 marks shall be given	(-5) (-2)	
10	<b>Displacement Count</b>	<b>Total of 9(1) to 9(9)</b>	

PART C CALCULATION OF TRANSFER COUNT For employees desiring a transfer			
10	Calculation of transfer count: Factors Allot points for applicable factors only and write NA for not applicable factors	Points to be allotted	Points actually allotted
1	Active Stay at a station as on 31 <sup>st</sup> March. 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 No point shall be given if report for any of the last three years is not written or available. (To be filled at RO level)	+ 2 for Outstanding grading for each year	
3	Spouse, if working in KVS at the requested station or within 100 km	+ 7	
4	Spouse, if working in government sector at the requested station or within 100 km	+ 5	
5	DFP/MDG/LTR Cases If an employee qualifies for more than one the points shall be limited to a maximum of + 15 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.	+15	
6	Completion of tenure in hard/NER/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 +12/ +15 only.	+12 for hard +15 for very hard	
7	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.	+10	
8	Woman employee <b>Clarification:</b> Women employees eligible for points under serial no. 3, 4 herein above shall not be eligible for these points.	+5	
9	<b>Transfer Count</b> (To be filled at RO level)	<b>Total of 10(1) to 10(8)</b>	

PART D DECLARATIONS AND CERTIFICATES

**DECLARATION FOR WORKING SPOUSE**

11 I, \_\_\_\_\_ (Name of the Employee) solemnly declare that my spouse \_\_\_\_\_ (Name) is presently employed at \_\_\_\_\_ (Name of station) which is my present station/choice station(s) or within 100 km distance( Strike out whichever is not applicable). The spouse is employed in Kendriya Vidyalaya Sangathan/ government sector (Strike out whichever is not applicable) as \_\_\_\_\_ (Designation of the spouse).

Date

Signature of the Employee

**MEDICAL CERTIFICATE**

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

Name of Patient

Relation of patient with the employee(self/spouse/son/daughter)

Address

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 KVS teacher/employee) is suffering from the disease/diseases with the details as follows and that treatment of this disease is not at all available at this station or its vicinity:

**A. In Case of Carcinoma :**

1. Name of Carcinoma with site effected:
2. Date when it was detected first :
3. Brief History-Pathological Report with reference no. & dates :
4. T.N.M. Classification (if applicable) :
5. Evidences in support of uncontrolled growth :
6. Evidences in support of Metastasis :
7. Condition of neighboring or surrounding structures :
8. Treatment being continued in brief :
9. Full name of Surgery/Surgeries in connection with dates :

**B. In case of Renal Failure :**

1. Name of the disease causing Renal Failure :
2. Evidences in support of Chronic Irreversible changes :
3. Number of Dialysis done with dates :
4. Single or both kidneys are involved :
5. Any surgery including Renal Transplantation done or not :

**C. In Case of Loss of Muscle Power:**

1. How many extremities are affected :
2. Grading of Muscle Power at present :
3. Grading of Muscle Power at the onset of disease.



**INSTRUCTION TO FILL UP KVS TRANSFER APPLICATION FORM**

The transfer application form contains four parts viz., Part A, Part B, Part C and Part D. Part A, B and D are to be necessarily filled-in in respect of all the employees. Part C however, shall also be filled for such employees who are seeking transfer to choice KV(s) or choice station(s). Employees are requested to fill up form with lot of care and seriousness. It is made amply clear to each and every employee that the transfer once effected whether on request or administrative ground shall not be cancelled/ modified or changed in any manner. Code number of choices shall be correctly filled-in against serial number 7 or 8 of the transfer application form. An employee who is not seeking transfer to a choice place shall use serial number 7 or 8 to indicate choices in case his/her displacement becomes a necessity.

S.N.	ITEM	INSTRUCTION
1	Name of the Employee	In block letters. If the name contains more than 20 alphabets use abbreviated form of the name
2	Post and Subject	Use correct post and subject code circulated with the policy and also available on KVS website. An employee working as Physical Education Teacher shall write post code as "TGT" and subject code as "PETR"
3	Present station code and present KV Code	Use correct code circulated with the policy and also available on KVS' website .
4	Date of joining in present KV in present post	As explained in the form
5	Date of joining in present station in present post	As explained in the form
6	Date of birth	As explained in the form
7	Code number of choice KVs	Correct code number in order of preference. A maximum of five choices can be given. An employee can opt either for KVs or stations but not the both. Therefore, only one of serial no. 7 and 8 of the transfer application form shall be filled. In the event both 7 and 8 are seen to be filled such an application form is liable to be rejected.
8	Code number of choice stations	Correct code number in order of preference. A maximum of five choices can be given. An employee can opt either for KVs or stations but not the both. Therefore, only one of serial no. 7 and 8 of the transfer application form shall be filled. In the event both 7 and 8 are seen to be filled such an application form is liable to be rejected.
9	Calculation of Displacement Count	As explained in the form
10	Calculation of Transfer Count	As explained in the form IF an employee had to change station while working in hard/ very hard/ NER stations only in accordance with the Para 5 (a) of the Transfer Guidelines the total tenure spent in all the stations shall be added and accounted for for giving points

11	Declaration for Working Spouse	<p>Certain protection is available to an employee from getting displaced if the employee's spouse is also a KVS employee is posted at the same station.</p> <p>Similarly, certain preference has been given to employees in request transfer if the employee's spouse is working in KVS or any government sector and posted either at the choice station or within a distance of 100 km from the choice station(s).</p> <p>The declaration prescribed in the transfer application form serves both the purposes hence it should be properly filled as explained in the form.</p> <p>Controlling Authority of an employee must obtain a certificate regarding the employment of the employee's spouse from his/ her employer and keep the same in the personal file of the employee. Any incongruity in the certificate and the declaration furnished in the transfer application form should be appropriately dealt with.</p>
12	Medical Certificate for MDG Ground	<p>If an employee qualifies to be an MDG case, the certificate should be carefully filled by a doctor competent to issue the relevant certificate. The entries be made in block letters and should remain legible.</p> <p>If the certificate is found to be fraudulent on any subsequent verification the employee concerned shall not be considered for transfer. Besides such an employee shall be liable for disciplinary action.</p>
11	Signature of the employee	The employee should satisfy himself/ herself on points given against various factors in Part B and Part C and various other entries made at school level. Signature shall however, not be mandatory.
12	Signature of the Principal	The entries should be verified and signed
13	Signature of the Assistant Commissioner	Points for performance should be carefully filled and signed