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F.24046/2014/KVS(JR)

Dated: 09.05.2015

TOP PRIORITY/MOST URGENT

The Principal,
All Kendriya Vidyalayas,
Jammu Region.

Subject: field verification of data for transfers 2015-16

Sir/Madam,

This is in continuation to KVSHQ letter No.F.1-1/2015/KVSHQ (Estt.II) dated 06.04.2015 vide which annual request transfer applications for the year 2014-15 were called for. Transfer applications as received have been fed in the computerised programme and provisional Transfer and displacement counts along with other personal details which are mandatory for all employees to be filled in PART 'A' has been generated and uploaded on our website (www.kvsrojammu.org) as per the calendar of activities for transfer.

This may please be brought in the notice of all teaching and non-teaching staff of your Vidyalaya and may be informed that representation, if any, can be made in the prescribed format (Annexure 'A') for rectification of error/ cancellation of choice station or for withdrawal of the request transfer application i.e. part 'C' of the Annual Request Transfer Application for the year 2015-16.

2. Further the said data as uploaded on our website may please be verified in reference to the service record of the staff. Error, if any, noted, may please be checked in reference to service record and reported to this office immediately. Error of omission / commission or any other particular not found correct may be reported in prescribed format enclosed as Annexure 'B'. It is reiterated that utmost accuracy is required in providing the data and there should be no laxity or let up in this matter. Further the following may please kept in mind.

(a) In some of the cases it has been noted that the SPS (stay in the present station) points allotted under displacement/transfer counts are inconsistent with the date of joining in the present post in the present station. This error has crept in such cases where the employee has come back on transfer in the same post to the same station before completing three years of stay outside the station from where he/she was transferred out. Efforts have been made to reconcile the same by working out deemed date of joining in the station in Col.5 PART 'A'. The same may please be checked and verified.

(b) It has also been noted that in some of the cases the applicants have opted for four digits KV Code while applying for inter Region or inter station transfer, which is not permissible as per the latest amendments in the transfer guidelines. In most of the cases, wherever the applicant had applied for transfer, in place of four digits KV code, three digits

station code have been allotted as per his/her choice in Col.10 B of Part 'A'. However, the correctness of the same may be verified by the individual as well as by the Vidyalaya.

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(C) Copies of APAR for the last three years have been provided to all the employees. In that event it is the responsibility of the individual/ Vidyalaya to inform whether he/she has been graded below average or outstanding. Only on his/her reporting the points in displacement/ Transfer counts shall be reflected after verification at RO level.

(D) That under Medical grounds only such cases shall qualify which are in the ambit of valid prescribed diseases and the medical certificate is signed or countersigned by the CMO/ Civil surgeon or equivalent rank. Details of all such employees who had applied on medical grounds either for transfer or exemption should be forwarded to this office separately, so that his/her case can be placed before the Regional Medical Board (RMB) for evaluation. While reporting such cases his/her application number may please be mentioned. The entitlement points allotted under Medical Ground (MDG) are provisional and are subject to production of Medical Certificate from the Civil Surgeon/CMO of the District and approval of the RMB. If need be, date for personal appearance of the individual concerned who is seeking benefit under MDG shall be intimated subsequently.

(E) Those employees who are retiring on superannuation on or before 31.03.2015 & those who have joined in the present post at the present station after 01.04.2015 does not figure in the list.

(F) Applications for transfer have not been entertained in r/o those who on direct appointment have not completed the prescribed stay i.e. one year as on 31.05.2015/30.06.2015 as the case may be on direct appointment as per the terms and conditions contained in his/her appointment letter.

(G) That the employee seeking Intra Station Transfer (i.e. seeking transfer from one KV to another KV within the same station) under Part "C" is not entitled for spouse ground points as there will be no change in the status of spouse as clarified vide KVSHQ letter dated 25.03.2014.

(H) That as discussed previously the date of joining in the post/station of erstwhile GRPD/LATN has to be taken as that of his /her joining in the post of 'GRPD' instead of 'LATN' as these posts have merged and redesignated as SUBS. However, still there are instances where the date of joining of such employee under the column '4' & '5' (Part-'A') has not been reflected correctly. Kindly reconcile and report to avoid any complication subsequently, which may lead to unpleasant situation due to wrong transfer. Efforts have been made at this end to correct the same wherever possible based on last years data.

(I) Further the 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 form should be reported immediately to this office for further appropriate action. Further wherever the declaration and certificate in Part -D as regard to working spouse is incomplete/ not signed/ the points claimed have not been awarded.

(J) To be eligible for points under PCE (Physically challenged employee) either the employee should be in receipt of transport allowance at double the normal rates duly sanctioned by the RO or on production of medical certificate from the Govt. Hospital issued by the competent authority/Medical Board having minimum 40% disability.

(K) It is reiterated that any wrong information filled in by the applicants and duly counter signed by the Principal will attract disciplinary action against the individual as well as the counter signing authority. This may be taken with utmost seriousness.

(L) Two files (i) Excel sheet displaying Transfer & Displacement counts and (ii) PACOM file displaying the complete transfer applications have been uploaded for verification and viewing.

The field verification report should reach this office in the enclosed prescribed formats on or before 14.05.2015 positively. Any representation received after the due date shall not be entertained. Since this is a time bound activity the given schedule should be adhered to strictly.

Yours faithfully,

(A.V.L.J. Rao)
Deputy Commissioner

Encls: AA