



NAVODAYA VIDYALAYA SAMITI
(An Autonomous Organization under Ministry of HRD)
Department of School Education and Literacy),
Government of India
B-15, Institutional Area, Sector-62,
Noida, District Gautam Budh Nagar,
Uttar Pradesh – 201 309

No.F.2-1/2018 (ATD)-NVS(Estt)/7403

May 11, 2018

NOTICE

Launch of “Transfer Portal” of Annual Transfer Drive - 2018.

It is for information to all concerned that transfer portal is being launched on **17.05.2018 (12.00 noon)** to invite online applications from employees regarding Annual transfer Drive 2018. In this context it is to mention that:

1. All the newly recruited employees who did not fill online data in 2017 will register with the transfer portal using link www.nvsemployeeportal.org with their valid mail ID and a password of their choice. A verification link will be sent to the inbox of their email ID. On clicking the link they will be directed to the login page of the transfer portal. On entering the credentials, they can fill all parts of application forms irrespective of their will to participate in transfer drive. This method will also apply to those old employees who for some or the other reasons, could not fill application form in ATD 2017. Employees are informed to go through the guidelines **“How to apply (ATD 2018)-for newly recruited employees”** available on transfer portal before applying online.
2. All those employees who had filled their data online in ATD 2017, could login on portal using their existing Email ID and password. They can reset their password by clicking on link **“Forgot your password?”**, if required. Having logged in, they will find their previous year (ATD 2017) form with all prefilled details in editable mode. They are required to edit the relevant field and submit the form irrespective of their will to participate in transfer drive. All such employees are also advised to go through the guidelines **“How to apply (ATD 2018)-for old employees”**.
3. A **“User Guide”** containing graphics (page by page) is also available on transfer portal, in order to have insight of application module, regarding submission of data on designated transfer portal. All employees must go through **“User Guide”** before submission of their particulars online.
4. It is mandatory for all the employees to apply and submit their particulars online. However, if they do not wish to participate in transfer drive, they can opt “No” in the relevant field. Non-submission of particulars by any employee will be viewed seriously.
5. Employees, claiming transfer on valid priority, must upload latest certificate regarding such claim in the prescribed format as available on transfer portal, failing which their claim of priority / transfer will not be entertained.

6. It will be sole responsibility of the Principal of JNV concerned to keep his employees informed about applying online by all suitable means. The Principal must ensure that all employees of his vidyalaya submit their data online.
7. It has been observed that many employees, despite getting transfer in ATD 2016 did not get relieved in due time and then got transfer again in ATD 2017 based on their options in 2017, without getting their previous transfer orders cancelled. In this regard it is to clarify that all such employees who got transfer in ATD 2017 and did not get relieved due to any valid reason, should not be allowed to opt choice stations in ATD 2018. If they opt for transfer again, their "request transfer part" must be rejected properly at the level of vidyalaya as well as Regional Office registering proper reasons (in appropriate field) for rejection.
8. Considering favourably, the feedback of employees from various corners regarding safeguarding spouse from displacement, the competent authority has decided to safeguard spouse cases from displacement. However, this decision will remain in effect for ATD 2018 only.
9. It is important to mention that vacancy exhibited on transfer portal are always tentative as its status may change due to administrative exigencies like suspension / revocation of suspension / transfer on administrative reasons / transfer effected as per direction of hon'ble Court / transfer effected under relaxation of provisions of transfer policy / retirement / termination / death of an employee. Thus actual allotment of posts on transfer will be based on the status of vacancy on the day of raising transfer list. Therefore, employees are requested to keep their options widened so as to maximize their probability of transfer to any of the requested stations.
10. It is imperative for all concerned to go through the Transfer Policy 2012 and Transfer Guidelines 2015 / 2018, available on transfer portal as well as Samiti's website, to have clear understanding of the provisions, before finalising vacancy (Actual & Deemed), submission / editing of application online and approval of the same at various levels.

11. Timeline for different activities will be as under:

S.No	Activities	From	To
01	Filling / editing of online data by employee and submission of hard copy to the Principal	17.05.2018	27.05.2018
02	Approval of applications by the Principals	17.05.2018	29.05.2018
03	Approval of applications by ROs.	17.05.2018	31.05.2018

All concerned are, therefore, requested to do the needful as aforementioned adhering to the timeline.

This issues with the approval of the competent authority.



[Dr. Rajiv Kumar Singh]
Assistant Commissioner [Estt.II]