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F. No. 11053/6/2017/KVS (HQ)/E-II

Dated: 26.04.2017

The Principals,
All Kendriya Vidyalayas.

Subject : Notification of Transfer Guidelines of Kendriya Vidyalaya Sangathan – 2017.

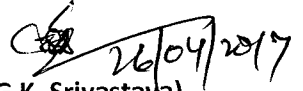
Madam/Sir,

With regard to the subject mentioned above, I am to hereby notify KVS Transfer Guidelines 2017. As an administrative endeavor, KVS had brought so many progressive changes in these guidelines on the suggestions and demands of different stakeholders in 2016. This year also, many landmark changes have been brought in to make these guidelines more transparent, employee friendly & Information Technology enabled.

All teaching & non-teaching employees and other officers of KVS are requested to go through these guidelines thoroughly to implement them in letter & spirit. Annual transfer Calendar for 2017 will be issued separately very soon. All teachers and non-teaching staff are advised to obtain & keep ready necessary documents/records well in advance from the different offices for supporting of his/her claim for seeking transfer etc.

The Deputy Commissioners of Regional offices and Directors of ZIETs and Principals of all KVs are directed to print sufficient copies of Transfer Guidelines 2017 and keep them in the library/staff room or at some common places so that everyone can easily access these guidelines.

Yours faithfully,


(G.K. Srivastava)

Additional Commissioner (Admn.)

Encl. as above

Copy to:

1. The Deputy Commissioner, All Regional Offices & Director ZIETs for information & necessary action.
2. The Deputy Commissioner (Acad/EDP), KVS (HQ) to upload a copy of Transfer Guidelines on KVS HQ's website.



सत्यं त्वं पुराणं भवति प्रथमं
केन्द्रीय विद्यालय संगठन

केन्द्रीय विद्यालय संगठन

KENDRIYA VIDYALAYA SANGATHAN

केन्द्रीय विद्यालय संगठन स्थानांतरण

दिशा-निर्देश 2017

Transfer Guidelines of Kendriya Vidyalaya
Sangathan 2017

KENDRIYA VIDYALAYA SANGATHAN

TRANSFER GUIDELINES FOR TEACHERS UPTO PGTs & OTHERS

UPTO ASSISTANT SECTION OFFICER 2017

1. OBJECTIVE

Kendriya Vidyalaya Sangathan shall strive to maintain equitable distribution of its employees across all locations to ensure efficient functioning of the organization and optimize job satisfaction amongst employees. All employees are liable to be transferred anywhere in India at any point of time and transfer to a desired location can't be claimed as a matter of right. While effecting transfers the organizational interest shall be given uppermost consideration and that the problems and constraints of employee shall remain subservient.

2. DEFINITION

S.N.	Terms	Explanations
1	Tenure	The term shall be applicable for Hard Station/ NER Stations: 03 year tenure shall be applicable for Hard stations. Clarification:- (1) Tenure of 03 years in the case of Hard and NER Stations shall not be applicable to those employees who have been posted earlier with 02 years tenure. The new tenure of 03 years shall be made operative for employees transferred/ posted w.e.f. 2016-17. Entire NER shall not be considered Hard station for those employees who are posted in NER on the basis of choice of Zones on Direct Recruitment. List of Hard stations in NER for this purpose shall be issued by the KVS separately.
2	Hard Station	As notified by the KVS from time to time. The existing list of places would continue to operate when these guidelines come into operation.
3	Physically Challenged Employee	Those who are in receipt of Conveyance Allowance at double the rate prescribed for other employees or any employee with more than 40% disability on production of Medical Certificate from Govt. Hospital issued by competent Medical Authority/ Board.
4	APAR	Annual Performance Appraisal Report.
5	Organization	Kendriya Vidyalaya Sangathan or any office or school under its administrative control.
6	Location	A Kendriya Vidyalaya or any other office of KVS located in a place.
7	Station	A city/ town/ metropolis as notified by the KVS with a unique three digit code. More



		than one Kendriya Vidyalaya/ Office can be located at a station.
8	MDG	Separately defined in Annexure – I.
9	DFP	Incidence of Death of Spouse/ own Son/ own Daughter, if occurred in the last two years. Year to be calculated with reference to 30 th June of the year.
10	LTR	Retirement due within next three years as on 30 th June.
11	Transfer Count	Total score of points allotted to different factors relevant for a request transfer as per clause 10.
12	Displacement Count	Total score of points allotted to different factors that determine the displacement of an employee from a station as per clause 6.
13	Zone	A Zone is an entity created for the purpose of recruitment, posting and transfer of the employees appointed on Direct Recruitment on the basis of selection panel prepared after 31.03.2017 covered under these transfer guidelines. A zone comprises of states/UTs. There are six (06) zones all over the country.
14	Employee	Term shall be applicable to all teaching and non-teaching employees covered under these guidelines.
15	Single Parent	A KVS employee who has lost spouse or separated by a Court of Law or attained parenthood through the surrogacy route/legal adoption.

3. APPLICABILITY & TRANSFER PROCESS

The guidelines shall be applicable to all categories of Teachers **upto PGTs**, Librarian, Head Master, and all non-teaching employees **upto Assistant Section Officer**. Transfer shall be effected in the light of provisions contained in clauses 5,6, 7, 8, 9, 10 and 11 of the guidelines, wherein criteria on the basis of assigning appropriate points to relevant factors of transfer and using the cumulative score as the basis of transfer, has been prescribed.

- (a) As far as possible KVS will invite Annual Transfer Applications through an ONLINE process. Annual Transfers will also be operated on the basis of computerized database.
- (b) All Transfer orders during Annual Transfer will be displayed on the website of the KVS (HQ).

4. TYPES OF TRANSFER

Transfer may broadly be classified in two types, viz., Administrative Transfer, which the KVS orders suo motu in the exigencies of service and administration and in public interest, and Request Transfer which is effected based on the request of an employee.



5. ADMINISTRATIVE TRANSFER OF EMPLOYEES.

Through such transfer KVS shall ordinarily:

- a) Redeploy surplus staff in excess of sanctioned strength at a location to other location against sanctioned vacancies.
- b) Post employees in Hard stations.
- c) Displacement of an employee from a location to accommodate the request of an employee who is LTR/ DFP/ MDG/PH employee/Widow/ Single Parent/**employees who have completed tenure in Hard/Very Hard/NER station.**
- d) **Rotational transfer of employees working in sensitive posts in pursuance with the instructions issued by the Central Vigilance Commission circular no. 03/09/13 vide letter no. 004/VGL/090 dated 11.09.2013.**

6. FACTORS, POINTS AND CALCULATION OF DISPLACEMENT COUNT OF AN EMPLOYEE FOR DISPLACEMENT TRANSFER:-

Displacement Count of an employee shall be computed by assigning appropriate points to such appropriate factors considered material for displacement as per the following:-

S. No.	Factors	Points to be counted as on 30 th June of the year
1	Stay at a station in the same post as on 30th June in complete years. Clarification: <ul style="list-style-type: none">• Period of absence on any account shall also be counted for this purpose.• If an employee returns to a station X on request after being transferred from X within three years (three years for NE/ Hard station & 02 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 02 years for Very Hard and & 03 for Hard/ NE station the stay shall be counted afresh. Note: Category of Very Hard Station is abolished w.e.f. 2017.	+2 for each completed year
2	Annual Performance Appraisal Report Grading for the last two years.	+2 for each below average grading
3	Employees below 40 years (as on 30th June of the year) who have not completed one tenure at hard/ very hard/ NE stations (During entire service on any post).	Y/N (Indicate Y for Yes and N for No)
4	LTR/DFP/WIDOW/SINGLE PARENT/MDG	-50



	Clarification :- If an employee qualifies for more than one ground the points shall be limited to a maximum of (-) 50 only.	
5	Spouse, if a KVS Employee and posted at the same station	-50
5(a)	Spouse, if a Defence employee and Central Armed Police Forces employee posted at the same station.	-40
6	Spouse, if a Govt. Sector Employee and posted at the same station.	-20
7	Woman employee who is not spouse of a KVS / Defence / Govt. Sector employee	-6
8	Physically Challenged employees.	-60
9	Members of recognized associations of KVS staff who are also members of JCM at KVS regional offices and/or KVS Headquarters.	-25
10	Award winning employees: (a) National award given by the President of India (b) KVS National Incentive award (c) KVS Regional Incentive Award Clarification: If an employee has won any two or all the three awards then the maximum concession of marks shall be given as -6	-6 -4 -2
11	Displacement Count	Total score of all the points

7. METHOD FOR ADMINISTRATIVE TRANSFER.

Administrative transfer under clause 5(a) shall be effected in the decreasing order of displacement count of employees holding a post at station to eliminate surplus staff and such staff shall be accommodated against clear vacancies.

Administrative transfer under 5(b) shall be effected in decreasing order of the displacement count of employees holding a post to fill up anticipated vacancies in hard station and other desired stations to a desired extent. As regards 5(c), to transfer an employee, as defined in clause 11(a), to a desired station(s) mentioned in his/her request application form, an employee holding the same post with the highest displacement count, subject to not being below **D1/D2** as prescribed herein below at the relevant station(s) in the order of preference indicated by an employee, shall be liable to be displaced in the event if, there is no clear vacancy at the station(s). However an employee seeking request transfer within same station can apply for KVs choice but such transfer will be considered only against vacancy and this will not affect station seniority of the employee and will be liable to be transferred/ displaced in public interest.

While displacing an employee in such manner an effort would be made to post such an employee against a choice station indicated in annual transfer application proforma failing which to the nearest

vacancy against a clear vacancy. In case of a tie in the displacement count of employees the male employee shall be displaced. In case of a tie between the employees of the same gender the employee with earlier date of joining in present station in present post shall be displaced and in case date of joining also coincides for two or more employees then the youngest employee shall be displaced.

- a) Provided, cut off mark D1 on Displacement Count **i.e. equal to 10 (Ten) displacement count & D2 on displacement count, i.e. equal to 10 (Ten) displacement count with 10 years stay at the station have been prescribed below which an employee shall not be displaced in a particular year to accommodate the transfer request of employees under para 5(c).**

In a situation where clear vacancy is not available at the desired station(s) to accommodate the request of employee who has completed tenure in NER/Hard/Very Hard station & whose transfer count is equal to C1, then, an employee who is posted at one of the desired stations & having D1 displacement count, i.e. equal to 10 (Ten) displacement count, shall be displaced to accommodate the transfer request of such employee.

So far as, transfer requests of other priority category employees under para 5(c) i.e. LTR/DFP/MDG/PH employee/Widow/Single Parent are concerned, they would be given priority in transfer against the available vacancies at their choice stations. If vacancy is not available at the choice station(s), then, an employee who is having D2 displacement count, i.e. equal to 10 displacement count + 10 years stay at the station shall be displaced to accommodate the transfer request of these employees.

- b) Provided, more factors can be added/ deleted and points allocated for different factors can be altered on year to year basis to remediate any imbalance resulting in transfers. Changes shall be notified well in advance before inviting transfer applications.
- c) Provided, an employee with a higher displacement count can be retained if the employee's services are absolutely crucial in the organizational interest. In such eventuality an employee with next lower displacement count shall be liable to be displaced.
- d) Provided, exemption for one year at a time can be given to an employee or group of employees from displacement for such period owing to circumstances or such other administrative exigencies justifying such exemption.

KVS employees whose children are likely to appear in class X & XII Board Exams in the transfer year will get exemption of one year.

An Employee who has disabled dependent child may also be considered under this provision on the production of Medical Certificate issued by the competent authority. (For list of disabilities see 11 (e) .

- e) Provided, an employee can be transferred from a location if the employee's stay has become prejudicial to the interest of the organization at any point of time, **employee transferred under this provision shall not be considered for coming back on the same station on request transfer before completion of 03 years stay at the new station.**
- f) Provided further, an employee can be transferred to a location in administrative exigencies without having any regard to the displacement count of the employee.
- g) Provided, an employee can be transferred in public interest from a location to another Location/ station having low staff strength in the same region in the descending order of displacement count after the completion of annual transfer process.



h) An employee, being surplus and redeployed at some other station under Para 5(a), may be considered for coming back within one year, if vacancy arises later on at the same station from which he/ she was transferred out. In the case of more than one such surplus redeployed employees from the same station, the junior most employee in terms of stay at the previous station shall be given first priority, Provided, that he/she makes request for the same.

8. Employees below 40 years of age (as on 30th June of the year) who have not completed one tenure at hard/very hard/NE stations in continuous span in service and not presently posted to such stations and have completed one year stay at present station in the present post, in their decreasing order of Displacement Count can be posted in Hard stations Choice stations, if any, for posting in Hard station may be indicated in regular annual transfer application. Employees may opt for a posting at hard station. KVS shall post them to such location in a transparent manner as per prescribed calendar of activities. Such transfer though on request shall be treated administrative in nature in accordance with clause 5 (b) above.

9. REQUEST TRANSFER OF EMPLOYEE.

(i) Request transfer shall be effected as per the prescribed calendar of activities. Transfer on request shall be effected on the basis of "Transfer Count" of an employee computed by assigning appropriate points to factors considered relevant for transfer. **An employee who is appointed on the basis of zonal system, on initial appointment, is normally barred from applying for request transfer for a period of three (03) years in terms of the appointment order. Existing employees who have completed 01 year stay at the present place of posting as on 30th June of the relevant year are eligible to apply for Request Transfer.** An employee will not be eligible for request transfer twice in an academic year.

(ii) **An employee who gets choice station transfer on request in 2017 and onwards shall not be considered again for request transfer before elapsing a period of ten (10) years at the choice station except 3 years for Hard Station. This condition shall not be applicable in the cases of those employees whose spouses are working in KVS or other departments/organization of Govt. of India having All-India transfer liability.**

(iii) **Those employees who are appointed on direct recruitment in KVS on the basis of choice of zones shall only be considered for request transfer within the same zone on completion of three (03) years stay at the place of initial posting on appointment except the cases mentioned at para 9 (ii) regarding spouses having All-India transfer liability.**

(iv) **An employee posted in a double shift Kendriya Vidyalaya if wants to change his/her shift in the same Vidyalaya against a vacancy, he/she can apply for the same during the annual transfer.**

(v) COMPOSITION OF ZONES:

The entire country is organized into Six Notional Zones of KVS for the purpose of recruitment, posting and transfer of the employees covered under these guidelines and who shall be



appointed on direct recruitment in KVS on the basis of selection panels prepared after 31.03.2017 on Zonal Choice basis. These Zones are:-

Sl. No.	Name of Zone	States/UTs comprising the zone
1	East Zone	1-Bihar, 2-Jharkhand, 3-Odisha, 4-West Bengal, 5-Sikkim.
2	West Zone	1-Dadra & Nagar Haveli, 2-Daman & Diu, 3-Goa, 4-Gujarat, 5-Maharashtra, 6-Rajasthan.
3	North Zone	1-Chandigarh, 2-Delhi, 3-Haryana, 4-Himachal Pradesh, 5-Jammu & Kashmir, 6-Punjab, 7-Uttarakhand.
4	Central Zone	1-Madhya Pradesh, 2-Uttar Pradesh, 3-Chhathishgarh.
5	South Zone	1-Andman & Nicobar, 2-Andhra Pradesh, 3-Karnataka, 4-Kerala, 5-Lakshdweep, 6-Puducherry, 7-Tamilnadu, 8-Telangana.
6	North Eastern Zone	1-Arunachal Pradesh, 2-Assam, 3-Manipur, 4-Meghalaya, 5-Mizoram, 6-Nagaland, 7-Tripura.

10. FACTORS, POINTS AND CALCULATION OF TRANSFER COUNT OF AN EMPLOYEE FOR REQUEST TRANSFER:-

S. N.	Factors	Points to be counted on 30 th June of the year
1	Active Stay at a station as on 30 th June for all stations (Periods of continuous absence of 30 days or more at normal station and 45 days or more at Hard/ Very Hard/ NER stations shall not be counted.) Clarification:- An employee whose transfer order is issued on or after 20 th June will be provided a relaxation of 25 days for delay in joining at Hard/ Very Hard and NER station to compute the tenure. The period of 25 days includes period of availed joining time and leaves, if any taken together.	+ 2 for each completed year
2	Annual Performance Appraisal Report Grading for the last two years. If the report 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
3	Award winning employees; (a) National award given by the President of India (b) KVS National Incentive award (c) KVS Regional Incentive Award Clarification: If an employee has won any two or all the three awards then the maximum concession of +6 marks shall be given.	+6 +4 +2

4	Spouse if working in KVS at the requested station or within 100 km.	+50
4(a)	Spouse if working in Defence / Central Armed Police Forces employee at the requested station or within 100 km.	+40
5	Spouse if working in Government Sector at the requested station or within 100 km.	+20
6	LTR/DFP/MDG/ Widow/ Single Parent. If an employee qualifies for more than one ground the points shall be limited to a maximum of +50 only. If an employee qualifies for more than one ground the points shall be limited to a maximum of +50 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 be given again.	+50
7	a) Completion of tenure in Hard/NER stations (03 years). b) Completion of tenure in Very Hard stations (02 years). Counts 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 +55/+60 only. Clarification:- Tenure of 03 years in the case of Hard and NER Stations shall not be applicable to those employees who have been posted earlier with 02 years tenure. The new tenure of 03 years shall be made operative for employees transferred/ posted w.e.f. 2016-17.	+55 +60
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 be given again in the same post.	+60
9	Woman employee Clarification: - Women employees eligible for points under serial no. 4, 5 and 6 herein above shall not be eligible for this Transfer points.	+6
	Transfer Count	Total score of all the points

11. METHOD FOR REQUEST TRANSFER.

Request transfer for a post will be considered at a station on the basis of decreasing order of "Transfer Count" computed on the basis of clause 10 of competing employees. In case of a tie in the transfer count of two or more employees competing for a location/station, the female employee shall be preferred first. In case of tie in two or more employees of the same gender an employee with an earlier date of joining in present post in present station shall be accommodated and in case, if the date of joining in present post in present station also coincides then the older employee shall be first accommodated. Transfer counts of all request transfer applications shall be displayed on KVS website.



Fresh applications shall be invited for Mutual and transfer against No-Taker Vacancies as per the prescribed schedule.

- a) Provided, a cut off mark C1 on transfer count may be prescribed on year to year basis in such a way that an employee whose transfer count is equal to C1 or more may be transferred in one of the desired station(s) even by way of displacement of an employee as per clause 5(c). In the event, if, there is no clear vacancy at the desired station(s), in such cases, an employee having the highest displacement count subject to not being below D1 & D2 shall be liable to be displaced from within the choice station(s) in order of preference indicated by the needy employee. If no employee holding the same post and having a displacement count D1 & D2, **as the case may be** found in all the choice station(s) going in order of preference indicated by an employee the request of such a needy employee may not be acceded to. **Displacement transfer of an employee shall be effected in accordance with the provisions of para 7(a) of the Transfer Guidelines.**
- b) Provided, a lower cut off mark C2 on Transfer Count may be prescribed on year to year basis below which the request shall not be accommodated in a particular year. Request for transfer of an employee whose transfer count is less than C1 but greater or equal to C2 shall be considered subject to existence of a vacancy in the desired locations/ stations preferably in KVs having more vacancies thereafter in KVs having less vacancies.
- c) Provided, more factors can be added/ deleted, points allocated for different factors can be altered to remediate any imbalance resulting in transfers, on year to year basis. Changes shall be notified well in advance before inviting applications.
- d) Provided further, the request of an employee with a lower transfer count can be accommodated in preference to employee(s) with higher transfer count if the services of such an employee are essential for efficient functioning of the organization or in view of such other circumstances faced by the employee which justifies such out of turn consideration.
- e) Provided that employees with differently abled dependent children should be given posting in 'A' & 'B' class cities in case they are not able to get transfer to their choice stations indicated. Further in such cases, percentage of disability should be as per DOPT norms.

DOPT OM No.42011/ 3/2014-Estt.(Res) dated 05.01.2016 has clarified that the word "disabled" includes (i) blindness or low vision (ii) hearing impairment (iii) locomotor disability or cerebral palsy (iv) leprosy cured (v) mental retardation (vi) mental illness (vii) multiple disabilities (viii) autism (ix) Thalassaemia and (x) Haemophilia.

f) MUTUAL TRANSFER

An employee shall be eligible for seeking a Mutual Transfer at his/ her desired place, if, she/he full-fills the following conditions:-

- (i) If, he/she has completed at least 01 year stay in the same post at the same station on initial posting. **The employees, who are appointed on the basis of selection panels prepared after 31.03.2017, within the choice Zones shall be eligible for applying Mutual transfer**



on completion of 03 years stay at the station of initial appointment except spouse cases mentioned in para 9 (ii).

- (ii) Benefit of the Mutual Transfer shall only be allowed twice in the entire Service Period with the condition that the same pair of employees cannot seek the second time Mutual Transfer with each other. **Employees recruited on Zonal basis shall be eligible for seeking Mutual transfer only within the same Zone.**
- (iii) The entry for availing the opportunity of a Mutual transfer shall be made in the service records of the employee. Mutual Transfer seeker employees shall apply separately through proper channel after the completion of the normal process of transfer every year. **Process of Mutual Transfer will remain open throughout the year.**
- (iv) **Mutual Transfers will be treated as Request Transfer as per Para (9).**

g) TRANSFER AGAINST NO TAKER VACANCY

- i. KVS will consider the request of employees (**except those who have been posted on a tenure posting & have not completed the prescribed tenure**) for the transfer against a NO TAKER vacancy after the completion of the normal transfer process. No taker vacancy means a post which remains vacant after the completion of annual transfer calendar. Transfer seeker employees will apply separately through proper channel after the completion of the normal process of transfer every year & No Taker vacancy transfer will be considered at the end of transfer calendar.
- ii. An employee can apply either for a Mutual transfer or a transfer against a NO TAKER vacancy, not for the both. **An employee recruited on Zonal basis shall be eligible for seeking transfer against No-Taker Vacancy only within the same Zone.**
- iii. If a KVS employee wants to join his/ her spouse through the "No Taker Vacancy" provision, such an employee will be given top priority. In case Husband and Wife both get transferred in the same year, first one of them gets transferred under the other provisions of the transfer guidelines to a Hard/ Very Hard/ NER station and later on , the other one joins his/ her already transferred spouse through "No Taker Vacancy" provision, the period from 01st July till the date of issue of the transfer order +25 days (25 days includes period of availed joining time and other leaves, if any, taken together) will be counted for the completion of tenure of the spouse getting transferred under "No Taker Vacancy" at a later stage. This way the tenure of both the spouses at a Hard/ Very Hard/ NER stations would be synchronized.
- iv. In case of more than one claimant employee for the same post in a Kendriya Vidyalaya (except employees covered under (iii) above, preference shall be given to the employee who will be the Senior Most in terms of service in KVS.
- v. Transfers under No Taker Vacancy will be treated as Request Transfer as per Para 9.**

- h) Yoga Teachers can apply for their request transfer to any KV. Transfer of a Yoga Teacher shall be treated as transfer with his/her post.



12. AUTHORITIES COMPETENT TO EFFECT TRANSFER.

Article 15(a)(3) of Education Code for Kendriya Vidyalayas empowers Commissioner, KVS to transfer, post and assign any duties to all officers and staff at the headquarters and Regional Offices as well as Vidyalayas, Therefore, Commissioner shall be competent to exercise all powers under these guidelines to effect transfer and/or grant exemption under various clauses and provisos; and/or do any other exercise prescribed under various clauses and provisos. Commissioner may delegate power to such authorities with such further limitations for such period as deemed appropriate in view of prevailing circumstances either by a general or specific order to such authorities. Power so delegated is liable to be withdrawn by the Commissioner whose discretion in this regard shall be final.

13. POWER OF RELAXATION OF GUIDELINES.

Notwithstanding anything contained in the guidelines, the Commissioner with the approval from the Chairman, KVS, shall be the sole competent authority to transfer any employee to any place in relaxation of any or all of the above provisions.

14. INTERPRETATION OF GUIDELINES.

Commissioner, KVS shall be the sole competent authority to interpret above provisions and pass such other order(s) as deemed appropriate and essential to facilitate the implementation of the guidelines for the purpose of effective control and administration of the KVS as a whole.

15. SAFEGUARD AGAINST EXTRANEOUS INFLUENCE.

Employees shall not bring in any outside influence. If such an influence from whichever source espousing the cause of an employee is received it shall be presumed that the same has been brought in by the employee. The request of such an employee shall not be considered. Action may also be initiated against such an employee under relevant service rules. Outside influence shall include representations from even spouse and family members/ relatives of KVS employees. Any representation /request regarding transfer not signed by the employee himself/ herself shall not be considered and shall be summarily rejected.

16. CALENDAR OF ACTIVITIES OF ANNUAL TRANSFER

A detailed calendar of activities of annual transfer will be prepared by KVS to effect annual transfers pursuant to these guidelines. As far as possible, the following time frame/deadlines will be followed to complete the process:-

- a) Issuance of transfer orders by **31st May** by KVS.
- b) Modifications/Cancellations on administrative ground/ to remove anomalies in transfer orders already issued by **30th June** by KVS.



- c) **Transfer against No-Taker Vacancy by 31st July.**
- d) Transfer requests in exceptional circumstances against clear vacancies **or in place of an employee who is willing to be transferred out against another vacancy** will be done with the approval of the Commissioner KVS after **31st July in the following cases:-**
- 1) Death of Family Person.
 - 2) MDG of employee self & family member as per annexure-1 of transfer guidelines.
 - 3) Spouse cases.

Note : In case of tie within above categories, preference would be given in above order i.e. DFP, MDG, Spouse. In case of tie within Spouse category order of preference would be as follows:

(i) Spouse of KVS employee, (ii) Spouse of Govt. of India employee, (iii) Spouse of State Govt. employees, (iv) Any other Spouse case.

- e) No Transfers would be ordered during annual examinations, **i.e. during February and March.**



TYPE OF DISEASES PRESCRIBED AS VALID FOR TRANSFER ON MEDICAL GROUNDS

Note: - Refer Para No. 2 (8) of KVS Transfer Guidelines. "MDG" means an employee seeking transfer on the basis of one or more of the medical conditions listed in Annexure-I, affecting himself/herself, spouse or dependent son/daughter.

TYPE OF DISEASE

1. CANCER.
2. PARALYTIC STROKE.
3. RENAL FAILURE.
4. CORONARY ARTERY DISEASE AS EXPLAINED BELOW.
5. THALASSAEMIA.
6. PARKINSONS' DISEASE.
7. MOTOR-NEURON DISEASE.
8. ANY OTHER DISEASE WITH MORE THAN 50% MENTAL DISABILITY.
9. **AIDS**

The brief description of illness which will be considered as medical grounds for the purpose of transfer, in terms of transfer guidelines is as under. Medical terms referred herein will bear meaning as given in the Butterworth's Medical Dictionary.

(i) Cancer

It is the presence of uncontrolled growth and spread of malignant cells. The definition of cancer includes leukemia, lymphomas and Hodgkins' disease.

Exclusions:

This excludes non-invasive carcinoma(s) in-Situ, localized non-invasive tumour(s) revealing early malignant changes and tumour(s) in presence of HIV infection or AIDS; any skin cancer excepting malignant melanoma(s) are also to be excluded.

(ii) Paralytic Stroke

(Cerebro-vascular accidents) Death of a portion of the brain due to vascular causes such as (s) Hemorrhage (cerebral), (b) Thrombosis (cerebral), (c) Embolism (cerebral) causing total permanent disability of two or more limbs persisting for 3 months after the illness.

Exclusions :

- i) Transient/Ischamic attacks.
- ii) Stroke-like syndromes resulting from
 - a) Head Injury
 - b) Intracranial space occupying lesions like abscess, traumatic hemorrhage and tumour.
 - c) Tuberculosis meningitis, Pyogenic meningitis and meningococcal meningitis.

(iii) Renal failure

It is the final renal failure stage due to chronic irreversible failure of both the kidneys. It must be well documented. The teacher must produce evidence of undergoing regular haemodialysis and other relevant laboratory investigations and doctor certification.

(iv) Coronary artery Disease

1. Cases involving surgery on the advice of a consultant cardiologist to correct narrowing or blockage of one or more coronary arteries or valve replacements/ reconstructions shall be considered MDG cases up to three years from the date of actual open heart surgery and the eligible employees shall be entitled for the points during this period
2. Cases involving non surgical techniques e.g. Angioplasty through the arterial system. Such cases will be considered MDG Cases for a period of one year from the date of procedure and the eligible employees shall be entitled for points during this period.

(v) THALASSAEMIA

It is an inherited disorder and it is diagnosed on clinical and various laboratory parameters. Patient with Thalassaemia, who is anemic and is dependant upon regular blood transfusion for maintaining the hemoglobin level. In addition he is on chelating agent and other supportive care.

Inclusions:

- i) Thalassaemia major:- History of blood transfusion/ replacement at less than three months interval. It must be well supported by all medical documents. The history should include the periodicity/duration of blood transfusion/ replacement required by the patient/Chelation therapy.

Exclusion:

- (a) Patient may have Thalassaemia minor. His anemia may become severe because of concurrent infection or stress. Anemia may become severe because of nutritional deficiency or other associated factor.
- (b) Blood transfusion is not required and these patients do not require Chelation therapy.

(vi) PARKINSONS' DISEASE

Slowly progressive degenerative disease of nervous system causing tremor, rigidity, slowness and disturbance of balance.

Must be confirmed by a neurologist.

Inclusion :

Involuntary tremulous motion with lessened muscular power, in parts not in action and even when supported; with a propensity to bend the trunk forward and to pass from a waling to a running pace, the senses and intellects being uninjured.

Exclusion:

- (i) Patients who are stable with the support of medicine.
- (ii) Detection of Parkinsons' disease within the duration of 5 years.



Requirement :

Date of detection of the disease, hospitalization extent of involvement, duration of treatment along with discharge summary should be furnished. Mention should be made about the progressiveness of the disease, and summary of inception of the patient must be confirmed by Neurologist.

(vii) MOTOR-NEURON DISEASE :

Slowly progressive degeneration of motor neuron cells of brain and spinal cord causing weakness, wasting and twitching in limbs and difficulty in speaking and swallowing.

Must be confirmed by neurologist.

Inclusions :Irreversible/ progressive motor neuron disease with presence of weakness wasting and fasciculation of limbs with/ without brisk tendon jerks and extension painter response.

Exclusion:Weakness of muscle due to other causes like infections, neuropathy traumatation, idiopathic, motor-neuron disease involving less than 02 limbs and the muscle power is more than 3 grades.

Requirement : It should be duly supported by MRI, EMG and nerve conduction test.

(viii) AIDS:

Inclusions : A person who is diagnosed with HIV+ and going under treatment.

(ix) "Any other disease with more than 50% mental disability duly examined by and recommended by the respective Regional Medical Board with latest records/reports (within three months).

