

✓ **PART A : PERSONAL DETAILS (Mandatory for all employees)**

1. Employee Name

harish kumar

2. Post Code

hdm

Subject Code

Employee Code

3. Present Station Code

Present KV Code

Shift(1/2)

1st 2nd

4. Date of joining in KVS in present post

dd-mm-yyyy

5. Date of joining in present station in present post

dd-mm-yyyy

6. Date of joining in present KV in present post

dd-mm-yyyy

7.(A) If you are presently posted at Hard/ Very Hard/ NE station then date of continuous posting in Hard/Very Hard/NE Station in present post only.

Select Date..

7.(B) Have you been transferred on administrative ground under Para 7(e) and not completed 03 years at the present station as on 30-06-2018

Yes No

8. Date of Birth

dd-mm-yyyy

Gender

Male Female

9. Details of last three transfers in the present post in ascending order (Please also indicate Ground Code in Numerical against each transfer)

KV Code from where transferred

Please Select....

Please Select....

Please Select....

Period

Beginning.. to Ending..

Beginning.. to Ending..

Beginning.. to Ending..

Ground Code(Numerical) for Transfer

Please Select....

Please Select....

Please Select....

Name of Home Town./Dist./State

Home Town

District

State

10. Employee is eligible to apply either for shift change in the same vidyalaya (Column 10A) or INTRA STATION (Column 10B) Or INTER STATION (Column 10C) .

10 (A) Whether applying for shift change in the same vidyalaya

Yes No

10(B).Indicate Name & code numbers of maximum five choice KVs of present station of posting in order of preference (four digit code) (Applicable for Intra Station Only)

OR

10 (C). Indicate Name & code numbers of maximum five choice stations other than the present station of posting in order of preference(three digit code). (Applicable for Inter-Station only)

11 .Kindly fill maximum five stations choice other than present station, incase you are transferred on displacement.

Station Code

Select Station code...

Select Station code...

Select Station code...

Select Station code...

Select Station code...

Name of Station

PART B : CALCULATION OF DISPLACEMENT COUNT (Mandatory for all the employees)

12 Factors for calculation of displacement count

Allot points for applicable factors only and write NA for not applicable factors.

1. Stay at a station in the same post as on 30 June, 2018 .

+2 for each completed year

Clarification

- Period of absence on any account shall also be counted for this purpose.
- If any employee returns to a station X on request after being transferred from X within three years, 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 the stay shall be counted afresh

2. Annual Performance Appraisal Report (APAR) Grading for the last 02(two) years

+2 for each Below Average Grading

3. Employees below 40 years of age (as on 30th June, 2018) who have completed one tenure at hard/very hard/ NE stations. (Indicate Yes for COMPLETED tenure & No for NOT COMPLETED tenure .

Yes No

Clarification:

- Only those employee who are below 40 years of age as on 30th June 2018 should fill this column.

4. LTR/DFP/MDG/Widow/Single Parent(SP) Cases **(Select whichever is applicable)**

LTR DFP MDG Widow SP (-50)

LTR/DFP/MDG Cases

Clarification:

- If an employee qualifies for more than one, the points shall be limited to a maximum of -50 only.

5. Spouse if a KVS Employee and posted at the same station or within 100 Kms.

Yes NO (-50)

6. Spouse if a Defence Employee and Central Armed Police Forces employee posted at the same station or within 100 Kms.

Yes NO (-40)

7. Spouse if a Govt.Sector Employee & posted at the same station or within 100 kms.

Yes NO (-20)

8. Woman employee not covered under 12(5) ,12(6) & 12(7) above are eligible for these points

Yes NO (-6)

9. Physically challenged employee

Yes NO (-60)

10. Members of recognized associations of KVS staff who are so members of JCM at KVS regional offices and/or KVS headquarters.

Yes NO (-25)

11. Award winning employees:

- National Award given by the President of India
- KVS National Incentive Award
- KVS Regional Incentive Award

-6 -4 -2

Clarification: If an employee qualifies for all the awards then the maximum concession of -6 marks shall be given.

12. Whether child of the employee is appearing in class X or XII Exam in the transfer year i.e. March-2019 and whether the employee is seeking exemption from displacement under para 7(d) of Transfer Guidelines. (if yes mention name of child, School & Board).

Yes No

PART C : CALCULATION OF TRANSFER COUNT For employees desiring a request transfer

Whether the employee is willing to apply for request transfer as per choice shift/ KVs/Stations filled in column 10A/10B/10C of part A of application form . Yes No

13. Calculation of transfer count: Factors Allot points for applicable factors only and write NA for not applicable factors

1. Stay at a station in the present post as on 30th June 2018 .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 (APAR) Grading for the last 02(two) years.

If the APAR 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:

- National award given by the President of India
- KVS National Incentive Award
- KVS Regional Incentive Award

+6 +4 +2

• **Clarification:**

- If an employee has won any two or all the awards then the maximum concession of +6 marks shall be given.

4. Spouse if working in KVS at the requested station or within 100 km

Yes No (+50)

4 (a). Spouse if working in Defence/Central Armed Police Forces Employee at the requested station or within 100 km

Yes No (+40)

5. Spouse if working in government sector at the requested station or within 100 km

Yes No (+20)

6. LTR/DFP/MDG/Widow/Single Parent(SP) Cases.

If an employee qualifies for more than one grounds then point shall be limited to a maximum of +50 only. if an employee has secured last transfer on LTR/DFP/MDG/Widow/SP ground, these points shall not be given in the same post.

LTR DFP MDG
 Widow SP (+50)

7. (a) Completion of tenure in Hard/NER stations (03 years).

(+55) (+60)

(b) Completion of tenure in Very Hard stations (02 years).

NA

Points shall be given when an employee applies for transfer 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 case of Hard and NER Stations shall not be applicable to those employee who have been posted earlier with 02 years tenure. The new tenure of 03 years shall be made operative for employee transferred/posted w.e.f. from 2016-17.

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 given again.

Yes (+60) NO

9. Woman Employee

Clarification: Women employees eligible for points under serial No. 4, 4(a), 5 & 6 herein above shall not be eligible for these points.

Yes (+6) NO

10 .Members of Recognized Associations of KVS staff who are also members of JCM at KVS regional office or KVS headquarters

Yes (+25) NO

11. For employee having a differently abled dependent child as per DOP&T Norms. (Para 11(e) of Transfer Guidelines). In case you don't get transfer as per you choice(s) in part A of the form, would you like your transfer to another class A or B city to facilitate the treatment of your child. if yes, please indicate two such stations.

Yes No

✓ PART D : DECLARATIONS

1. Whether the employee is seeking benefit of spouse who is working at the same station or within the distance of 100 km where employee is posted/transfer is being sought for.

Yes No

Name of the Spouse

Post held by Spouse

Name of Department/Organization

Name of Station

2. Whether the employee is seeking benefit on medical ground(MDG Ground)

Yes No

Name of patient

Relation with the employee

Type of ailments (Strictly as per the Annexure
1 of Transfer Guidelines)

Name of the Hospital and the place where
treatment is being undertaken :

Name and designation of the Medical
Officer who has issued the medical
certificate:

Declaration by Employee.

I hereby undertake that information given by me, as above is absolutely correct and true as per my knowledge and belief. If later on, any thing is found misleading/wrong then my application is liable to be rejected by KVS and I shall be opened for any disciplinary action as deemed fit against me for giving misleading information.

* Fields are Required

SUBMIT FORM

SAVE FOR LATER

RESET FORM