

# KENDRIYA VIDYALAY SANGATHAN [HQ]

## PIMS (Personnel Information Management System)

### Profile Transfer/Migration:

Whenever an employee gets transferred, the profile of that employee should be transferred from the present unit to the transferred unit.

This process is called Profile Transfer / Profile Migration. To achieve this both the present unit as well as the transferred units need to participate.

### 1. For Present Unit : Initiate The Transfer Request

From the left-side menu go to **TRANSFER->INITIATE TRANSFER**



On the Initiate Transfer page, you can find all the in-position employee lists of your unit with the initiate transfer button.

HOME

DASHBOARD

EDIT EMPLOYEE DATA

REGD. EMPLOYEE LIST

MIS REPORTS

CLASS OBSERVATION

SCHOOL PROFILE

NEW PROPOSAL

CONTRACTUAL POST

TRANSFER

COMPLIANCE

Dashboard / Transfer / Employee List

Regd. Employees List

Present Employment Status: Select

Q SEARCH

RESET

Show 10 entries

Export In Excel

Search By Name / Code

SN	EMP NAME(CODE)	STATUS	REGION/UNIT	PLACE	DESIGNATION	SUBJECT	STATE	LPC
1	Sh. SANJAY KUMAR JAISWAL( 7713 )	REGULAR	KV	KV ONGC AGARTALA	PRINCIPAL	NA	Initiate Transfer	LPC
2	Sh. ALOK ANAND( 9010 )	REGULAR	KV	KV ONGC AGARTALA	TGT	MATH	Initiate Transfer	LPC
3	Sh. OM PRAKASH NANDA( 9892 )	REGULAR	KV	KV ONGC AGARTALA	PGT	HI	Initiate Transfer	LPC
4	Smt. JEANCY KHARKONGOR( 9904 )	REGULAR	KV	KV ONGC AGARTALA	LIBRARIAN	NA	Initiate Transfer	LPC

Click on the **Initiate Transfer** button from the State column against the employee who has got transferred.

By clicking on the **Initiate Transfer** button a form will be opened with pre-filled by the present posting details.

EDIT EMPLOYEE DATA

REGD. EMPLOYEE LIST

MIS REPORTS

CLASS OBSERVATION

SCHOOL PROFILE

NEW PROPOSAL

CONTRACTUAL POST

TRANSFER

COMPLIANCE

PROFILE ACTIVITIES

MESSAGES

Execution of Transfer Order

Employee Details ::

Employee Name / Emp. Code -  
Sh. ALOK ANAND / 9010

Emp. Join Date -  
11-03-2019

Email -  
alokanand0902@gmail.com

Mobile -  
7005257739

Present Posting Details ::

Place of Posting: \*  
Kendriya Vidyalaya

Current Region: \*  
SILCHAR

Current School: \*  
KV ONGC AGARTALA

Kv Code: \*  
1855

Current Designation: \*  
Trained Graduate Teacher

Subject: \*  
Mathematics

Transfer To ::

Place of Posting: \*  
Select

Kv Code: \*  
KV Code

Designation: \*  
Select

Transfer Details ::

Transfer Order No.: \*  
KVS/26082021/ORD/26C9E0EA

Transfer Date: \*  
26-08-2021

Relieving Order No.: \*  
KVS/26082021/REL/26C9E0EA

Relieving Date: \*  
Relieving Date [d]

Select Forenoon/Afternoon \*  
Forenoon

Generate Relieving Order

Fill in the Transfer To and all required fields on the form and saved this form by click on the **Generate Relieving Order** button.

SCHOOL PROFILE

NEW PROPOSAL

CONTRACTUAL POST

TRANSFER

COMPLIANCE

PROFILE ACTIVITIES

MESSAGES

Present Posting Details ::

Place of Posting:\*

Current Region:\*

Current School:\*

Kv Code:\*

Kendriya Vidyalaya

SILCHAR

KV ONGC AGARTALA

1855

Current Designation:\*

Subject:\*

Trained Graduate Teacher

Mathematics

Transfer To ::

Place of Posting:\*

Regions\*

School:\*

Kv Code:\*

Kendriya Vidyalaya

SILCHAR

KV ONGC SRIKONA

1892

Designation:\*

Subject:\*

Post Graduate Teacher

Mathematics

Transfer Details ::

Transfer Order No.:\*

Transfer Date:\*

Relieving Order No.:\*

Relieving Date:\*

Select Forenoon/Afternoon\*

KVS/26082021/ORD/26C9E0EA

26-08-2021

KVS/26082021/REL/26C9E0EA

26-08-2021

Forenoon

Generate Relieving Order

On successful form submission, A Relieving Order will generate which containing present as well as transferred details.

REGD. EMPLOYEE LIST

MIS REPORTS

CLASS OBSERVATION

SCHOOL PROFILE

NEW PROPOSAL

CONTRACTUAL POST

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MESSAGES

Order No: KVS/26082021/ORD/26C9E0EA

Dated: 26-08-2021

To,

The Principal,

KV ONGC SRIKONA

Sub :- Employee transfer request.

Dear Madam / Sir,

This is to certify that a transferred request has been initiated for Sh. ALOK ANAND (9010) from KV ONGC AGARTALA. holding the designation Trained Graduate Teacher(Mathematics) to KV ONGC SRIKONA, with designation Post Graduate Teacher(Mathematics), will have been relieving on 26-08-2021 (Forenoon).

He/She is transferred to the new location as per Order no: KVS/26082021/ORD/26C9E0EA Dated : 26-08-2021 received from KVS HQ.

I hereby declare that all the formality of transfer has been covered from my end, and Sh. ALOK ANAND is relieved from KV ONGC AGARTALA..

With Best Regards,

Signature


Principal

KV ONGC AGARTALA


You may check the State of the employee has been changed from **Initiate Transfer** to **In-Process**




केन्द्रीय विद्यालय संगठन  
KENDRIYA VIDYALAYA SANGATHAN  
विद्यया विना नाना विद्यायाः केन्द्रेण नाना विद्यायाः  
An Autonomous Body Under Ministry of Education,  
Government of India.



[ Personnel Information Management System ]



Digital India  
Power To Empower



Hi KV1855

Dashboard / Transfer / Employee List

Regd. Employees List


Present Employment Status: Select SEARCH RESET

Show 10 entries Export In Excel


Search By Name / Code

SN.	EMP NAME(CODE)	STATUS	REGION/UNIT	PLACE	DESIGNATION	SUBJECT	STATE	LPC
1	Sh. SANJAY KUMAR JAISWAL( 7713 )	REGULAR	KV	KV ONGC AGARTALA	PRINCIPAL	NA	<span>Initiate Transfer</span>	<span>LPC</span>
2	Sh. ALOK ANAND( 9010 )	REGULAR	KV	KV ONGC AGARTALA	TGT	MATH	<span>In-Process</span>	<span>LPC</span>
3	Sh. OM PRAKASH NANDA( 9892 )	REGULAR	KV	KV ONGC AGARTALA	PGT	HI	<span>Initiate Transfer</span>	<span>LPC</span>
4	Smt. JEANCY KHARKONGOR( 9904 )	REGULAR	KV	KV ONGC AGARTALA	LIBRARIAN	NA	<span>Initiate Transfer</span>	<span>LPC</span>


Now you can generate the LPC Certificate for the transferred employee by clicking on the **LPC** button.




केन्द्रीय विद्यालय संगठन  
KENDRIYA VIDYALAYA SANGATHAN  
विद्यया विना नाना विद्यायाः केन्द्रेण नाना विद्यायाः  
An Autonomous Body Under Ministry of Education,  
Government of India.



[ Personnel Information Management System ]



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Hi KV1855

Dashboard / Transfer / Generate LPC

Generate LPC

LAST PAY CERTIFICATE  
(To be used in cases of transfers or leave deputationists)

1. Last pay certificate of Sh. ALOK ANAND ,Trained Graduate Teacher ( Mathematics ) of the Kendriya Vidyalaya / KV ONGC AGARTALA proceeding on transfer / leave from to

2. He has been paid upto at the following rates:-

Particular	Rate
Substantive Pay	:
Officiating Pay	:
Teaching Allowance	:
Dearness Allowance	:
House Rent Allowance	:
City (Compensatory) Allowance	:
Transport Allowance	:
Hill Compensatory Allowance	:
Winter Allowance	:

Deductions	Rate
Income Tax	:
GPF/C.P.F. Subscriptions	:
GPF/C.P.F. Advance	:
Group Ins. Scheme	:

On completion of the **Initiate-transfer** request process successfully, Intimate the same with the transferred unit to accept the transfer request.

## 2. For Transfer Unit : Accept The Transfer Request

From the left-side menu go to **TRANSFER->UPDATE REQUEST**

Dashboard / Initiate Transfer / Received Transfer Request

**Received Transfer Orders**

NAME / CODE	PLACE	KV/REGION/ZIET	KV CODE	DESIG.	ORDER NO	ORDER DATE	STATUS	ACTION
Sh. ALOK ANAND(9010)	Kendriya Vidyalaya	SILCHAR	1855	Trained Graduate Teacher (Mathematics)	KVS/26082021/ORD/26C9E0EA	26-08-2021	PENDING	<button>UPDATE</button>
NAME / CODE	PLACE	KV/REGION/ZIET	KV CODE	DESIG.	ORDER NO	ORDER DATE	STATUS	ACTION

On the Update Request page, you can find the employee transfer request details.

Click on the **UPDATE** button to take action on the incoming transfer request. A form will be open with details about the transferred request with option to **Approved** and **Transferred But not Joined** (Reject for any Reason). Select the appropriate option and required details and update the request status by click on the **Generate Joining Order** button.

**Joining of Transferred Employees**

Employee Details -

Employee Name: Sh. ALOK ANAND Employee Code: 9010

Email: alokanand0902@gmail.com Phone: 7005257739

Transfer Order No: KVS/26082021/ORD/26C9E0EA Transfer Order Date: 26-08-2021

Transfer From ::

Place of Posting: Kendriya Vidyalaya Region: SILCHAR School: KV ONGC AGARTALA Kv Code: 1855

Designation: Trained Graduate Teacher Subject: Mathematics

Transfer To ::

Place of Posting: Kendriya Vidyalaya Region: SILCHAR School: KV ONGC SRIKONA Kv Code: 1892

Designation: Post Graduate Teacher Subject: Mathematics

Action / Response against Request ::

Select Action / Response: Pending Select Forenoon/Afternoon: Forenoon

Generate Joining Order

If you have select the option **Approved**, for the incoming request a letter will be generated by the portal & the profile of the employee successfully migrated to your unit.

MIS REPORTS >

CLASS OBSERVATION >

SCHOOL PROFILE >

NEW PROPOSAL >

CONTRACTUAL POST >

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Order No: KVS/26082021/ORD/26C9E0EA

Dated: 27-08-2021

To,

Sh. ALOK ANAND

Sub :-

Transfer Accepted Confirmation.

Dear Madam / Sir,

This is to certify that Sh. ALOK ANAND (9010) has been transferred from KV ONGC AGARTALA holding the designation Trained Graduate Teacher (Mathematics) (ACADEMIC) to KV ONGC SRIKONA, with designation Post Graduate Teacher (Mathematics) . He/She is transferred to the new location as per Order no: KVS/26082021/ORD/26C9E0EA Dated: 26-08-2021 received from KVS HQ.

I hereby declare that all the formality of transfer has been covered from my end, and the status of the request transfer process has been approved on Dated: 27-08-2021 (Afternoon).

With Best Regards,

Principal

KV ONGC SRIKONA

Signature

If you have select the option “**Transferred But Not Join**” for the incoming request. Then the request has transferred to the KVS (HQ) for further action.