

Frequently Asked Questions (FAQs): Transfer of employees of KVS through online mode in 2023

Frequently Asked Questions (FAQs) to guide employees of Kendriya Vidyalaya Sangathan on how to apply for transfer as per KVS Transfer Policy 2023 through online mode i.e. KVS employee platform available at <https://kvsonlinetransfer.kvs.gov.in>, hosted by NIC.

Important Note:

All employees must carefully go through the KVS Transfer Policy 2023 available on KVS website for filling up the form. Para 2 of Part – I – A dealing with definitions may be carefully studied.

Applicable to :

Phase I:

Mandatory for all employees, irrespective of applying for transfer or not. This is being done to maintain an updated online service record and employee data of all employees of KVS.

Phase II:

- (i) Employees who have completed tenure as per Transfer Policy 2023, i.e. employees seeking transfer and also employees who are eligible for displacement.
- (ii) Employees declared as surplus in 2023 and who have completed tenure as per Transfer Policy 2023 in case the employee so opts for transfer in the present cycle.
- (iii) For employees covered under (ii) above, their TC / DC of their last place of posting, where they were declared Surplus, as applicable, will be taken/counted.

Q.1 Who can apply for Transfer?

Ans. As per Part – I, Para 3 v and vi, Teaching and Non-Teaching employees who has completed 5 years' service (irrespective of change in cadre) in the present place of posting, can apply for Transfer. However, an employee will be eligible to apply for transfer after completion of **tenure*** except cases covered under PwD/MDG/DFP/LTR which will be considered irrespective of tenure during the Annual Transfer process.

***Tenure**, please refer to Part – I - A, clause 2 II (A) c) of KVS Transfer policy 2023.

Q. 2 How many types of Transfer are there?

Ans. As per Part – I - A, Para 2, transfers are of mainly two types, viz.

- I. Transfers due to Organisational Requirements
- II. Transfers on Administrative Grounds

For details, please refer to Part – I - A, Para 2 of KVS Transfer policy 2023.

Q. 3 Who would be given EXEMPTION from getting displaced, if not opting for transfer?

Ans. As per Part – I - A, Para 2 II (A) b) of KVS Transfer policy 2023.

Employees who are not opting for transfer, their exemption from getting displaced will be based on their **displacement count***.

***Displacement count** - For details, please refer to Part – I - A, Para 4 (A) of KVS Transfer policy 2023.

Q. 4 What is the minimum number of preferences that can be submitted by an Applicant for transfer / displacement?

Ans. It is compulsory to opt five **different** stations for transfer / displacement.

Q. 5 Can an applicant apply for intra-station transfers?

Ans. No such provision is provided in the KVS Transfer policy 2023.

Q. 6 Can an applicant apply irrespective of completion of tenure?

Ans. As per Part – I, Para 3 v, only employees covered under PwD/MDG/DFP/LTR which will be considered irrespective of tenure during the Annual Transfer process 2023.

Q. 7 Is it mandatory for all employees to fill employee profile Phase 1?

Ans. Yes, it is mandatory for all employees to fill "Employee profile".

Q.8 What if an applicant doesn't apply even after completion of tenure?

Ans. Employee can be posted anywhere as per the requirement of KVS.

Q.9 What is the percent of disability to be considered for PwD employee?

Ans. 40% or more as per Part – I – Para 2 xii of KVS Transfer Policy 2023.

Q.10 Can an applicant edit his/her application after final submission?

Ans. No.

Q.11 What happens if the applicant forgets /misplaces his/her password?

Ans. Employee concerned will have to contact Controlling Officer to reset the password.

Q.12 What is Active stay?

Ans. For details, please refer to Part – I, Para 2 i of KVS Transfer policy 2023.

Clarification: The number of eligible days of leave is to be accounted for each year.

Q.13 I joined present station (Normal) in 1st July 2015, I have taken following leaves (including EL, HPL, EOL & Child Care Leave) during the years, 20 days in 2015-16, 28 days in 2016-17, 40 days in 2017-18, 49 days in 2018-19, 09 days in 2019-20, 69 days in 2020-21, 21 days in 2021-22, 03 days in 2022-23. How my active stay will be calculated?

Ans.

A.

Active stay at station in years will be calculated session wise, i.e. for transfer session 2015-16, leaves (all kind of leaves) taken from 01.07.2015 to 30.06.2016 will be taken into account for this session, accordingly same method would be followed to calculate active stay at a station for different transfer session.

B.

Sl. No.	Year (From 1 st July to 30 th June of next year)	Total leave (all kind of leaves) availed during the year.	Total Active Stay (Year)	Remarks
1	2015-16	20	1 Year	In case total leave availed in any year are less than or equal to 30 days then, Active stay will be counted as a complete year else it will be Zero year.
2	2016-17	28	1 Year	
3	2017-18	40	0 Year	
4	2018-19	49	0 Year	
5	2019-20	09	1 Year	
6	2020-21	69	0 Year	
7	2021-22	30	1 Year	
8	2022-23	03	1 Year	
Total Active Stay			05 Years	

Q.14 I joined present station (NER/ Hard Station) in 1st July 2015, I have taken following leaves (including EL, HPL, EOL & Child Care Leave) during the years, 20 days in 2015-16, 28 days in 2016-17, 40 days in 2017-18, 49 days in 2018-19, 09 days in 2019-20, 69 days in 2020-21, 21 days in 2021-22, 03 days in 2022-23. How my active stay will be calculated?

Ans.

A.

Active stay at station in years will be calculated session wise, i.e. for transfer session 2015-16, leaves (all kind of leaves) taken from 01.07.2015 to 30.06.2016 will be taken into account for this session, accordingly same method would be followed to calculate active stay at a station for different transfer session.

B.

Sl. No.	Year (From 1 st July to 30 th June of next year)	Total leave (all kind of leaves) availed during the year.	Total Active Stay (Year)	Remarks
1	2015-16	20	1 Year	In case total leave availed in any year are less than or equal to 45 days then, Active stay will be counted as a complete year else it will be Zero year.
2	2016-17	28	1 Year	
3	2017-18	40	1 Year	
4	2018-19	49	0 Year	
5	2019-20	09	1 Year	
6	2020-21	69	0 Year	
7	2021-22	45	1 Year	
8	2022-23	03	1 Year	
Total Active Stay			06 Years	

Q.15. I was relieved from one station on 18.06.2016 and joined new place of on 25.06.2016. Which date is to be considered as date of joining at new place of posting?

Ans.: Date of joining at new place of posting will be the actual date of joining at new place i.e. 25.06.2016, as per DOPT Rules.

Q.16 I joined the present station (Normal station) in 2019 through direct appointment. Can I apply for the transfer through “KVS Employee Platform”?

Ans.: Employee must fill out the Phase 1 form (Employee Profile), please refer Part I, Para 3. v, vi and xi of KVS Transfer policy 2023.

Q.17 I joined the present station (Hard station) in 2019 through direct appointment. Can I apply for the transfer through “KVS Employee Platform”?

Ans.: Employee must fill out the Phase 1 form (Employee Profile), please refer Part I, Para 3. v and vi of KVS Transfer policy 2023.

Q.18 I joined the present station (Normal Station) on promotion in the year 2019. Can I apply for the transfer through “KVS Employee Platform”?

Ans.: Employee must fill out the Phase 1 form (Employee Profile), please refer Part I, Para 3. v and vi of KVS Transfer policy 2023.

Q.19 I joined the present station (Hard Station) on promotion in the year 2019. Can I apply for the transfer through “KVS Employee Platform”?

Ans.: Employee must fill out the Phase 1 form (Employee Profile), please refer Part I, Para 3. v and vi of KVS Transfer policy 2023.

Q.20 I am a teacher posted at normal station and I have not completed 5 years at the station. Can I apply for transfer through “KVS Employee Platform”?

Ans.: Employee must fill out the Phase 1 form (Employee Profile), please refer Part I, Para 3. v and vi of KVS Transfer policy 2023.

Q.21 I am a female/male employee and have not completed five years of active stay at the normal station, I wants to apply for transfer in NER/HS/Priority station. Can I apply for the transfer through “KVS Employee Platform”?

Ans.: No. please refer Part I, Para 3. v and vi of KVS Transfer policy 2023.

Q.22 My spouse is KV employee and my stay at the present station (normal) is more than 3 years (tenure not completed). Can I apply for transfer through “KVS Employee Platform”? How?

Ans.: Employee must fill the Phase 1 form (Employee Profile). Please refer to Part I-A, Para 3, I and also Part I, Para 3 v and vi of KVS Transfer policy 2023.

Q.23 I completed my tenure at hard station, but I was declared surplus and transferred to a new station in July 2023. Can I apply for another transfer through “KVS Employee Platform”?

Ans.: Please refer important Note on 1st page given in the FAQ.

Q.24 I completed my tenure at normal station, but I was declared surplus and transferred to a new station in July 2023. Can I apply for another transfer through “KVS Employee Platform”?

Ans.: Please refer important Note on 1st page given in the FAQ.

Q.25 I have completed only one year of active stay at my present station. Do I need to fill out transfer application through “KVS Employee Platform”?

Ans.: Please refer important Note on 1st page given in the FAQ.

Q.26 If disciplinary procededing is initiated against an employee, will he/she can be able to fill the transfer application form through “KVS Employee Platform”?

Ans.: Employee must fill out the Phase 1 form (Employee Profile). Please refer Part-I A, Para -2 (II) (A) b) (iv) of Transfer Policy 2023.

- Q.27 I don't have any email id? Can I apply for transfer through "KVS Employee Platform"?**
 Ans.: Employee must have active/functioning email id and mobile number for any communication regarding this process as all the communication regarding filling of Application form will be done through them.
- Q.28 I have been posted at the same station in different posts, first PRT than TGT and now PGT. What should be the date of joining in "present station irrespective of Cadre" while applying through "KVS Employee Platform"?**
 Ans.: Date of joining as PRT in present Station will be considered as date of joining in case of continuous stay at the same station.
- Q.29 What will be the Transfer count if an employee falling under categories MDG/DFP/LTR after completion of 2 years?**
 Ans. Transfer Count shall be calculated as per Part I-A, Para 4 (B) on the basis of applicable factors.
- Q.30 What is the maximum year of stay for teachers at a station?**
 Ans.: Please refer to Para 3 v and vi of Part- I of Transfer Policy 2023. Indicative table is also given at page no. 6 Part I-A, 2 II (A) c) of the Transfer policy 2023.
- Q.31 I am a care giver for PwD (i.e. Spouse/Son/Daughter). What are the provisions available for me?**
 Ans.: Please refer to Part I-A, Para 3- II of Transfer Policy 2023.
- Q.32 I am at a station which was in category of hard station prior to 30th June 2023 but now declared a normal station and I have also completed tenure there. Will I get benefit of hard station while applying for the transfer now?**
 Ans.: The period of stay at a particular station at a particular time will be regulated as per prevailing Transfer Policy in that year, including the list of declared Hard Stations.
- Q.33 I am widow/widower and single parents, which option I need to select while applying through "KVS Employee Platform"?**
 Ans.: Option for widow/widower and single parents etc. are available in the platform. Please also refer to the Para 2 xvi of Part – I of Transfer Policy 2023.
- Q.34 I am widow/widower and not single parent, which option I need to select while applying through "KVS Employee Platform"?**
 Ans.: Option for widow/widower and single parents etc. are available in the platform. Please also refer to the Para 2 xvi of Part – I of Transfer Policy 2023.
- Q.35 I have worked in a KV which is non- functional now. How can I fill my posting details while applying through "KVS Employee Platform"?**
 Ans.: KV codes for non-functional schools (available in dropdown option) should be used.
- Q. 36 What provisions are there for DFP?**
 Ans.: Please refer to Part I- Para 2 IV and Part-I, A Para (3) III of Transfer Policy 2023.

Frequently Asked Questions-2 (FAQs-2): Transfer of employees of KVS through online mode in 2023

Frequently Asked Questions (FAQs) to guide employees of Kendriya Vidyalaya Sangathan on how to apply for transfer as per KVS Transfer Policy 2023 through online mode i.e. KVS employee platform available at <https://kvsonlinetransfer.kvs.gov.in>, hosted by NIC.

Qs. 1 What is Tenure and Active Stay? Is it the same?

Ans. Tenure and Active Stay are to be treated separately. Tenure is the total period of service from the date of joining in that station i.e. three years or five years or more at a station (Please refer to Part I, Para 2 (xviii))

Whereas, Active Stay is actual stay in a year after excluding leaves taken during that year (w.e.f. 1st July of the year to 30th June of succeeding year (Please refer to Part I, Para 2 (i))

Note: Casual leave and Compensatory Casual Leave shall not to affect the calculation of Active Stay.

Qs. 2 I am employee working in a hard station. How my Active Stay will be calculated?

Ans. The concept of 'Active stay' in the present policy shall be applicable from the date of issue of present transfer policy 2023, i.e. 30.06.2023. The applicants who have been transferred/posted earlier shall not be affected with 'Active stay' provision of Present KVS Transfer Policy 2023. Their respective Active Stay will be calculated as per the previous Transfer Guidelines i.e. 2021 irrespective of cadre. This will be applicable for the Qs. Nos. 13 and 14 of FAQ issued on 10.07.2023 as well.

Qs. 3 Whether CL and Compensatory Casual leaves will be considered for calculation of my Active Stay at the station?

Ans. Casual leave and Compensatory Casual Leave shall not be considered while calculation of Active Stay.

Qs. 4 My spouse and me both are KVS employees. We are posted at two different Hard Stations "A" and "B" and completed the tenure. We want to opt common station "C". What do I do?

Ans. Preference for choosing station "C" for KVS spouse case has been made available on KVS Portal. Both individuals have to choose station "C" while applying through the portal as their first preference. The case shall be considered subject to availability of vacancy.

Qs. 5 I am a female employee working in KVS. Is there any special provision for female employee in the new KVS Transfer Policy 2023?

Ans. Yes, Maternity leaves taken by the employee are exempted while calculating Active Stay. Also, special provision for women employees is made while calculating TC/DC (please refer to Part I-A, Para 4 (A) and (B) of KVS Transfer Policy 2023.

Qs. 6 After serving for 2 years in a hard station I was transferred to another hard station where I have been working for more than a year. Will it be considered as completion of a tenure at hard station?

Ans. Continuous service in various hard stations without any break shall be considered as one. Since, 3 years of mandatory hard station tenure is completed so the case for transfer may be considered provided s(he) fulfills the other provisions of the KVS Transfer Policy 2023.

Qs. 7 How will relieving and joining letters be generated?

Ans. NIC, who has designed the portal has made provisions for the same, so that KVS has updated database of employees. NIC is also handholding RO/Employees for guiding them to fill the data.