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का स्वायत संस्थान
स्कूल शिक्षा एवं साक्षरता विभाग,
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NAVODAYA VIDYALAYA SAMITI
(An Autonomous Organization under
Ministry of Human Resource
Development, Department of School
Education & Literacy)
Govt. of India
B-15, Institutional Area,
Sector-62, NOIDA
Uttar Pradesh-201309

F.No.5-5/2014-NVS(Estt-II)/1219

Dated: 13.11.2014

OFFICE ORDER

In pursuance of the constitution of the Committee approved by Commissioner, NVS for consideration of the opinion of employees of Samiti in examining the transfer policy of the Samiti, the Committee comprising of following officers have examined the suggestions given by Regional Offices and employees in depth:-

1. Shri A.N.Ramachandra, Deputy Commissioner (P&E)
2. Shri P.K.Sharma, Deputy Commissioner (Admn.)
3. Shri G.Arumugam, Deputy Commissioner (Acad.)
4. Shri B.C.Panda, Assistant Commissioner (Estt-I)
5. Shri P.Chaudhuri, Assistant Commissioner (Estt-II)
6. Shri D.C.Verma, Assistant Commissioner (Estt-III)

Accordingly, proposed draft revised transfer policy of employees as proposed by the Committee and placed on the website of Samiti for the perusal of employees.

All the employees of the Samiti are requested to go through the contents of the revised transfer policy and offer their objections if any for addition/deletion of any clause of the policy to the undersigned through proper channel with full justification immediately latest by 30th November, 2014 for considering amendments with the recommendations of Committee/Competent Authority.

13.11.2014
(P.K.Sharma)
Deputy Commissioner (Admn.)

Encl: Proforma.

Copy to:-

1. P.A. to Commissioner, NVS.
2. Joint Commissioner (Admn.)/Joint Commissioner (P&E).
3. Deputy Commissioner, All the Regional Office – with the request that the suggestion(s) so received may be compiled & submitted in a tabulated form latest by 08.12.2014 without failing in format enclosed.
4. All the officers of NVS Hqrs.
5. AC(Estt-I)/ AC(Estt-II)/ AC(Estt-III), NVS Hqrs. may also see and in case of any further suggestions keeping in view the cadre dealt by their Section(s)/ Wing(s) forward the same through their Wing heads.
6. Notice Board.
7. Webmaster for uploading the same on Samiti website.

Navodaya Vidyalaya Samiti
Regional Office_____

Modification/changes proposed if any, in the revised transfer policy of NVS

FORMAT

S.No.	Points of provision under revised policy (Para No./Sl.No.	Proposed points of modification	Justification
1	2	3	4

(Signature of the Dy. Commissioner)

NAVODAYA VIDYALAYA SAMITI

TRANSFER GUIDELINES FOR EMPLOYEES OF NVS

The scheme of Navodaya Vidyalayas provide for transfer of employees amongst Navodaya Vidyalayas. A policy for transfer of the employees is thus being introduced after taking into account the views of employees in various regions and Headquarters[1].

1. OBJECTIVE

(a) NVS shall strive to maintain equitable distribution of its employees, through its transfer policy, in a transparent way to ensure efficient functioning of the organization, with special regard to protect academic interest of students and optimize job satisfaction amongst employees.

(b) Employees are liable to be transferred anywhere in India at any point of time and transfer to a desired location can not 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.

(c) Posting of adequate female teaching cadre employees in each Vidyalaya is to be ensured for safety and security of girl students. It will, however, be ensured that the strength of female staff in a Jawahar Navodaya Vidyalaya is not less than 20% and not more than 60% of the total strength of teaching cadre, in any case.

(d) Displacement of employees will be done in a phased manner in overall interest of the organization[2].

2. GUIDING/BASIC PRINCIPLES:

(a) An employee on initial posting after recruitment/promotion will not be considered for request transfer before he completes the prescribed mandatory

[1] The scheme of Navodaya Vidyalayas provide for transfer of employees amongst Navodaya Vidyalayas. A policy for transfer of the employees is thus being introduced after taking into account the views of employees in various regions and Headquarters.

[2] Deleted: ñthrough a process of counselling andò

tenure/normal tenure at his initial place of posting[3] on the current post. However, this will not be applicable to those employees who voluntarily request for posting to NER/Hard/Very Hard stations.

(b) Transfer/posting to a choice place/desired station shall not be claimed as a matter of right. Some crucial determinants for such transfers are as under:

i) Availability of a clear-cut vacancy.

ii) Domain expertise of an employee.

iii) Performance of an employee against tangible parameters wherever possible, for example, CBSE results[4] or such other parameters as may be prescribed from time to time for different posts.

iv) Factors such as: due for retirement, medical problems faced by an employee or family members, spouse working at a station etc.

v) Redeployment of surplus staff in excess of sanctioned strength at a location to other location against sanctioned vacancies.

(c) Teaching & non-teaching employees recruited at Regional Office level will be posted in that region only and their case for transfer to out of region on request will be considered only after 5 years[5] of service in that region.

(d) Employees[6] having regional cadre can be considered for transfer out of Region on request after completing the mandatory tenure/normal tenure. In case of such transfer out of the region on request they will lose their seniority and will be placed next to last incumbent joined/promoted in that particular year in that cadre of the Region transferred to. In case, Samiti orders for transfer on administrative grounds to any other region including, NER/hard & very hard stations, seniority of the employee will not be affected and seniority of such employees will be maintained by their parent region. [7]Seniority of those regional Cadre employees who opt for posting/transfer on willingness to NER/Hard and Very Hard stations will be protected in their parent region.

[3] Added: ñOn the current post. However, this will not be applicable to those employees who voluntarily request for posting to NER/Hard/Very Hard stations.ò
[4] Deleted: ñAPAR grading in the last 5 yearsò
[5] Modified: ñ10 yearsò as ñ 5 yearsò
[6] Modified: ñTeaching staff upto TGT and Non-Teaching staffò as ñEmployeesò
[7] Added: ñSeniority of those regional Cadre employees who opt for posting/transfer on willingness to NER/Hard and Very Hard stations will be protected in their parent region.ò

(e) Request of direct recruits for transfer from the place of their first posting shall not be considered, before completion of their normal tenure where prescribed except posting to JNVs located at[8] NER/ hard & very hard stations.

(f) Request transfer of persons posted on promotion will not be considered before completion of their normal tenure where prescribed at respective stations[9] except posting to JNVs located at NER/ hard & very hard stations.

(g) Deleted[10]

(h) An employee recruited under Special Recruitment Drive for NER/Hard & difficult stations shall not be considered for transfer out of region before completion of mandatory tenure as mentioned in the advertisement of the said recruitment drive. However, their transfer may be considered from one Jawahar Navodaya Vidyalaya to another after completion of three/two years[11] of service within the notified areas of NER/Hard & very hard stations for which they have been recruited.

(i) The employees transferred on administrative grounds will not be transferred back to same station from where they were transferred out on the administrative grounds.

(j) No employee[12] except those who are recruited at Vidyalaya level itself, will be posted or transferred to his/her home district. However[13], efforts will be made to ensure that persons with disabilities are posted closer to their home town subject to availability of vacancies and other provisions of these guidelines. Posting includes direct recruitment as well as promotion.

(k) Transfers on request will be[14] made at the commencement of academic session i.e. between April and May[15] of the year. However, transfers on account of serious illness, when it is not practicable to defer the transfer till next year without causing serious danger to the life of the employee, his spouse or his ailing son/daughter, may be effected by competent authority at any time during the year against available vacancy.

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[8] Added: ñNERò

[9] Added ñExcept posting to JNV located at NER/Hard and Very Hard stationò

[10] Deleted: Para

[11] Modified ñthree yearsò asò three/two yearsò

[12] Deleted ñof the Vidyalayaò

13.Added ñHowever, efforts will be made to ensure that persons with disabilities are posted closer to home town subject to availability of vacancies and other provisions of these guidelines. Posting includes direct recruitment as well as promotionò

[14] Deleted: ñNormallyò

[15].Modified ñ April to Augustò as ñApril and Mayò

(l) Transfer orders issued by the Samiti on request basis with due approval of the competent authority will[16] not be cancelled, [17]as such revised requests would create a chain of repercussions and would have already blocked the chance of some other employees desiring to get transfer to such place[18].

(m) Attempt to bring any political or other outside influence for transfer on any superior authority of the Samiti shall be treated as misconduct and would be liable for disciplinary action under Rule 20[19] of CCS(Conduct) Rules 1964.

(n) The applications for request transfer shall be routed through proper channel, as and when called for by the Samiti,[20] without endorsing its copy to any higher authorities of the Samiti. No action will be taken on the applications, if any, sent by the employees in violation of prescribed channel/period[21] of submission[22]. However, in case of online transfer process the applications shall be confirmed by the JNV and RO as per the procedure prescribed.

(o) Employees[23] who are more than 50[24] (55 in case of Vice Principal and above) years of age as on 1st January of the concerned year and persons with disabilities will be exempted from displacement for purpose of posting[25] to NER/Hard and Very hard stations, [26]except in the cadre of Vice Principal and above as defined in Para 2 (p).

(p) All employees who are less than 50[27] (55 in case of Vice Principal and above) years of age, as on the date of such promotion, will be posted on their next promotion to North-Eastern Region and other Hard & difficult areas, against the available vacancies. However[28], the employees who have

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[16] Deleted ñNormallyò

[17] Added ñas such revised requests would create a chain of repercussions and would have already blocked the chance of some other employees desiring to get transfer to such place.ò

[18] Deleted ñIn case, in exceptional circumstances, a decision is taken to cancel the order the incumbent will be debarred for transfer on request for period of 3 years from the date of cancellation of the order. Cases for cancellation of transfer orders will be entertained only if the previous post from where the employee has been transferred, is still vacantò

[19] Modified : ñCCS(CCA) Rulesò as ñRule 20 of CCS(Cconduct) Rules 1964ò

[20] Added: ñAs and when called for by the Samitiò

[21] Modified ñChannelò as ñchannel/ periodò

[22] Added: ñHowever, in case of online transfer process the applications shall be confirmed by the JNV and RO as per the procedure prescribedò

[23] Modified ñPGT/TGT/NTò as ñEmployeesò

[24] Modified ñ50 Yearsò as ñ50 (55 in case of Vice Principal and above) yearsò

[25] Modified ñShillong Regionò as ñNER

[26] Added: ñExcept in the cadre of Vice Principals and above as defined in Para 2(p)ò

[27] Modified ñ50 Yearsò as ñ50 (55 in case of Vice Principal and above) yearsò

[28] Added ñHowever, the employees who have completed a tenure in NER/Hard and Very Hard stations will not be posted again to such areas unless they desireò

completed a tenure in NER/Hard and Very Hard stations, in any post, will not be posted again to such area unless they desire.

(q) Employees due for retirement within 2 years as on 1st January will not be normally be considered for transfer on administrative ground[29], except in cases covered under 6 (a) and (c)

(r) Taken to 2(j)[30]

(s) Employees[31] who become widow during the process of employment in Navodaya Vidyalaya Samiti will be given due weightage in their transfer/displacement count.

(t) Request Transfer on Spouse ground[32]:

i) Application for Unification of Couple working in NVS will be considered as follows:

a) Applications from both the employees (Couple in NVS) should be received with appropriate reference for consideration of the case under unification of spouse
b) Efforts may be made to unify the spouse at a place desired by either of them against the available vacancy
c) If the vacancy is not available in the desired place both the couple may be transferred to a place where both the posts are vacant
d) In case the above process is not possible efforts will be made to post them separately in neighbouring places. In this case one of them will be in the place of choice and the other will be in its neighbouring place, where vacancy exists
e) As a last resort efforts may be made to transfer the couple to a place desired by either of them by displacing an employee who is eligible for displacement, in the desired place of choice. However, this provision cannot be made available to those couple :
    1. who are working in the same station/location.
    2. who were working in the same station/location and got separate stations on request in the past.

[29] Modified ñwill not be normally considered for transferò as ñwill not be normally considered for transfer on administrative groundò
[30] Taken to 2(j)
[31] Replaced Para: ñEmployees who become widow during the process of employment in Navodaya Vidyalaya Samiti will be given due weightage in their transfer/displacement countò
[32] Added Para: ñRequest Transfer on Spouse ground: i) and ii)

ii) Application of NVS employees whose spouse is working in other organisations will be dealt as follows:

a) This provision will be applicable only to those employees whose spouse is working in Central/ State and PSUs/Autonomous Bodies of Central and State Government.

b) NVS employee, whose spouse is working in the above stated organisations shall submit the certificate to the effect that the spouse is working in such organisation with details of service.

c) Efforts may be made to post the NVS employee against the available vacancy, without displacement of an NVS employee, at the desired station where spouse is posted.

d) Where there is no vacancy in the desired station where the spouse is working efforts will be made to post the NVS employee against the available vacancy, as requested without displacement of an NVS employee, nearer to the place of posting of the spouse.

e) To facilitate the above additional count in the transfer count and displacement count has been provided.

(u) These[33] guidelines regarding transfer are meant essentially for the internal use of the Samiti and do not vest any employee with any right.

3. DEFINITION

S.No.	Terms	Explanations
1	Mandatory Tenure	The term shall be applicable only in respect of NER & Hard & Very Hard notified stations by the Samiti and will be 3 Years for NER & Hard stations and 2 years for Very Hard stations as on 31st March of the year[34]
2	Tenure[35]	As prescribed under Clause 4, as on 31st March of the year[36].
3	Transfer	Movement of an employee from a station to another station after completion of prescribed tenure or on account of public exigency/interest/administrative grounds.
4	Displacement	Displacement means to transfer an employee from the present place of posting to a new station/place for the purpose of accommodating another employee in his/her place. This is applicable for (i) [37] giving choice place of posting to the employee coming from NER/Hard & difficult stations after completion of mandatory tenure

[33] Earlier Para 2(s) taken as Para 2(u)
[34] Modified ñ1st Januaryò asò31st Marchò
[35] Deleted ñNormalò
[36] Modified ñ1st Januaryò as ñ31st Marchò

		(ii) unifying the couple in Jawahar Navodaya Vidyalaya and (iii) posting a female employee to in/out to balance the male & female ratio in a JNV.
5	Hard/very hard station	As notified by the Samiti from time to time.
6	Physically challenged employee	Those who are in receipt of conveyance allowance from the Samiti at double the rate prescribed for other employees.
7	APAR	Annual Performance Appraisal Report of the Employee
8	Samiti[38]	Navodaya Vidyalaya Samiti
9	Location/Station	A JNV or any other office of Samiti located in a place.
10	MG	Medical Ground cases of Self, Spouse, dependent children separately defined in Annexure-I
11	Death of Spouse & children[39]	Incidence of death of spouse/own son/own daughter, if occurred in the last one year prior to the 1st January of the year.
12	DFR	Due for Retirement within next three years as on 1st January of the year
13	Transfer Count	Total score of points allotted to different factors relevant for a request transfer as per clause 9[40].
14	Displacement Count	Total score of points allotted to different factors that determine the displacement of an employee from a station as per clause 08.
15	Surplus Staff	Staff in excess of sanctioned strength[41]. Where there are more than one person in a post in a particular location Senior most in the station in the concerned post is to be considered as surplus.
16	Regional cadre	Teaching and Non Teaching employees appointed by the Vidyalaya or the respective region fall under the category of Regional Cadre. The seniority of these employees will be maintained by the respective region only[42].
17	Inter Regional Transfer	Transfer of an employee from station located in One Region to a station located in another Region[43]
18	Intra Regional Transfer	Transfer of an employee from station located in One Region to a station located in the same Region[44]

[37] Added:The order of considerations rearranged as below:-
(i) giving choice place of posting to the employee coming from NER/Hard & difficult stations after completion of mandatory tenure
(ii) unifying the couple in Jawahar Navodaya Vidyalaya and
(iii) posting a female employee to in/out to balance the male & female ratio in a JNV.

[38] Modified: ñNVS (Hqrs)ò as Navodaya Vidyalaya Samiti

[39] Modified ñDFPò as Death of Spouse & children

[40] Modified ñClause 11ò as ñClause 9ò

[41] Added: ñWhere there are more than one person in a post in a particular location Senior most in the station in the concerned post is to be considered as surplus.ò

[42] Definition deleted;
ñA fresh Para added:**"Regional Cadre:** Teaching and Non Teaching employees appointed by the Vidyalaya or the respective region fall under the category of Regional Cadre. The seniority of these employees will be maintained by the respective region only.ò

[43] Definition deleted
ñA fresh Para added: Inter Regional Transfer: Transfer of an employee from station located in One Region to a station located in another Regionò

[44] **Intra Regional Transfer:**ï Transfer of any employee from station located in one Regional to a station located in the same Region**.**

4. TENURE

The[45] tenure of stay in a particular post in a particular location prescribed for certain posts in Samiti will be, as on 31st March as specified below:-

S. No.	Post	Tenure prescribed at one post (in years) for **Request Transfer**	Tenure prescribed at one post (in years) for **Displacement Transfer**
1.	All Teaching and Non Teaching Staff of Vidyalaya Cadre (including Principal)	05 years (03 years in case of hard & 2 years in Very Hard Station, including those in North East Region)	[46]10 years
2	Employee recruited under Spl. Recruitment Drive conducted by the Samiti with a pre-condition to serve at particular station/area for pre-fixed term.	As mentioned in the offer of appointment	10 years
3	Deputy Commissioner, NVS Hqrs/RO/ Assistant Commissioner / Executive Engineer	03 years	5 years
4	All other employees in NVS RO and NVS Hqrs cadre	05 years (03 years in case of hard & North East Region)	10 years

5. TYPES OF TRANSFER

Transfer may broadly be classified in two types viz.,

(i) Administrative Transfer/Displacement [47] (Inter Regional and Intra Regional), which the Samiti orders suo motto in the exigencies of service and administration and in public interest, and

(ii) Request Transfer which is effected based on the request of an employee.

This classification includes intra regional and inter regional transfer.

6. ADMINISTRATIVE TRANSFER OF EMPLOYEES

Through such transfer NVS shall ordinarily:

(a) Redeploy surplus staff in excess of sanctioned strength at a location to other location against sanctioned vacancies.

[45] Deleted: ñnormalò

[46] Table modified: ñAll Teaching and Non-Teaching staff included é é .and tenure modified to .10 yearsò

[47] Added: ñDisplacement (Inter Regional/ Intra Regional)ò

(b) [48]Displace the employee to balance the prescribed Gender ratio of teaching employee in a Jawahar Navodaya Vidyalaya

(c) Displace an employee whose continuance at particular station is not conducive from administrative point of view

(d) Post employees in hard/very hard/ NER stations.

7. [49]METHOD FOR EFFECTING ADMINISTRATIVE TRANSFERS

(a) Administrative transfer under clause 6 (a) shall be effected in the very first instance against the available vacancies within in the region and in case no vacancy is available within the same Region then in adjoining Regions through options of surplus staff. If no option is exercised by the employee despite the vacancy being notified & persons asked to exercise their option, then Samiti shall go ahead with the posting in the manner as it may deem fit. In such circumstances, no representation from the employee or on his behalf, if any, shall be entertained[50] after the schedule of representation notified expires.

(b) For, transfer cases covered under 6(b), the employees will be invited[51] online to participate in the counselling process by opting for their choice, if any, and their transfer order shall be issued based on the outcome of the counselling process failing which by displacement count in decreasing order.

1. [52]Where there is a tie in the displacement count of the employees, the male employee shall be transferred. 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 displaced and in case, if the date of joining in present post in present station also coincides then the older employee shall be first displaced.

(c) As regards administrative transfer of employees covered under Sl.No. 6 (c), [53] Appointing Authority concerned may transfer the employee to a

[48] Modified: ñto balance the prescribed male/female ratioò as ñDisplace the employee to balance the prescribed gender ratioò

[49] Para numbering changed for Method for effecting administrative transfers.

[50] Added: ñafter the schedule of representation notified expiresò

[51] Added: ñonlineò

[52] Para 2 Modified: ñWhere there is a tie in the displacement count of the employees, the male employee shall be transferred. 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 displaced and in case, if the date of joining in present post in present station also coincides then the older employee shall be first displaced.

[53] Modified: ñNVS(Hqrs.)ò as ñAppointing Authority concernedò

station/JNV as found appropriate after[54] preliminary Enquiry and receipt of a report thereof containing recommendations with justifiable reasons to this effect from the controlling officer through proper channel. Transfers will not be used as a punitive measure.

(d) Administrative transfer under 6(d) shall be effected as stated below.

7.1 CRITERIA[55] FOR EFFECTING TRANSFERS INTO AND OUT OF HARD/ VERY HARD & NER STATIONS:

(I) One mandatory tenure of posting in NER and hard/very hard stations will be compulsory for the following employees of the Samiti:-

A. Vidyalaya Cadre : Teaching staff (TGT & above) Non-teaching staff[56] in the grade pay as applicable to Office Superintendent and above
B. HQ/RO Cadre: Assistant/Audit Assistant and above

The prescribed mandatory tenure for above mentioned category of employees is three years for serving in NER and hard stations and two years for very hard stations (as notified by the Samiti from time to time). When a person has successfully worked in different Jawahar Navodaya Vidyalayas in NER/hard and very hard stations without any gap or break, the entire period of continuous service in such areas/stations will be considered for purposes of determining whether he has completed the minimum prescribed tenure or otherwise. Leave of more than 30 days in a single span, availed by the official, will not be counted for determining total period of stay at hard & difficult stations/ NER stations for transfer purpose.

(II) One of the priorities of the Samiti is to fill up the vacancies of teaching staff in NER & hard & very hard stations. This is required to be filled up in two ways

(a) by posting the employees who are willing to serve there
(b) by displacing the employees working at other stations who have not been posted in NER & hard & difficult stations earlier and also have not given their willingness to serve there.

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[54] Modified ñOn the basis of detailed inquiry as considered deemed fit in the case and after recording reasons of such transferò as ñafter preliminary Enquiry and receipt of a report thereof containing recommendations with justifiable reasons to this effect from the controlling officer through proper channelò

[55] Number Changed to 7.1 to have specific identification of point

[56] Added: ñin the grade pay as applicable to Office Supdt and above.ò

(III) Willingness will be invited from the employees desirous to serve in NER & Hard & Very Hard stations after displaying the vacancy position on Samitiõs website. Based on the willingness given by the employees, posting orders will be straightway issued for filling up of vacancies prior to transfer[57] of employees in other categories. These categories of employees are not required to participate in further counselling process. Left over vacancies, shall be filled up invoking the displacement count.

(IV) If, the employee who is picked up for displacement has a spouse working there in the Samiti, then the said spouse will also be transferred to NER/Hard & difficult stations. Efforts will be made to accommodate both of them in one station. In case, it is not possible TO ACCOMMODATE BOTH[58] (COUPLE) IN THE SAME STATION for want of vacancies (both being of the same subject), THEY will be posted in nearby stations.

(V) After completion of the tenure (as stated under Clause 4), employees posted in NER Region and hard & difficult stations may submit their requests in prescribed format stating[59] choices regarding place of posting in order of preference. Their transfer shall be effected on the basis of Transfer Count in decreasing order.

(VI) On completion of mandatory tenure at NER/hard & difficult stations, the employee will be given posting of his choice as under:-

a) Choice Jawahar Navodaya Vidyalaya against available vacancy
b) Choice State/region against available vacancies.

8. 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:

[57] Modified: ñVacancies by March/Aprilò as ñ prior to transfer of employees in other categoriesò

[58] Modified: ñBoth Couplesò as ñBoth (Couple)ò

[59] Modified: ñ Five Choice as ñ Choices.ò

S.No.	Factors	Points
1	Stay at a station in the same post as on 31st March[60] in complete years **Clarification**: ▪ Period of absence from duty 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 (two 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 stations after a mandatory period of three years (two years for very hard station) the stay shall be counted afresh.	+ 02 points for each completed years
2	[61]Deleted	
3	[62] Deleted	
4	[63]DFR/DEATH OF SPOUSE & CHILDREN /MG cases (-10 for each case)	-20 (Maximum)
5	Spouse of Central/State Government/PSU [64] / Govt Autonomous Bodies employee other than NVS and posted at the same station	-10[65]
6	Physically challenged employee (as defined in Annexure-II)	-20
7	Employee who is spouse of a NVS employee and (a) Posted in the same State (b) Posted at the same station	 -10 -20
8	[66]Widow employee	-5
	Displacement Count	**Total score of all the points**

(i) [67]Deleted

(ii) More factors can be added/deleted and points allocated for different factors or can be altered on year to year basis to remediate any imbalance resulting in transfer. Changes shall be notified well in advance before inviting transfer applications.

(iii) [68]Deleted

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60 Modified ñ1st Januaryò as ñ31st Marchò

61 Deleted: ñAPAR Gradingò

62 Deleted: ñEmployees belowé é é é é é é é é .. stationsò.

63 Modified ñ-20ò as ñ-20 (Maximum)ò

64 Added: ñGovt. Autonomous Bodiesò

65 Weightage for Spouse, of Central/State Govt. is changed from -05 to -10

66 Weightage for widow employee added ñ-5ò

67 Deleted: Para

68 Deleted: Para

9. FACTORS, POINTS AND CALCULATION OF TRANSFER COUNT OF AN EMPLOYEE FOR REQUEST TRANSFER

S.No.	Factors	Points
1.	Active Stay at a station in the post as on[69] 31st March. Periods of continuous absence from duty of 30 days or more on any account shall not be counted.[70]	+02 for each complete year
2.	Spouse, if working in NVS at the requested station. OR If working in JNV of the adjoining District of requested station. (In case both are in same cadre/subject/post)	+20[71] +20
3.	Spouse, other than NVS if working in government sector at the requested station or its adjoining District	+10[72]
4.	[73]DEATH OF SPOUSE & CHILDREN/MG/DFR Cases (+10 for each case)	+20 (Maximum)
5.	Completion of tenure in hard/NER stations. Very hard stations. Points shall be given only when an employee applies for transfer after completing the tenure at hard/very hard/NER station(s).	[74]+30
6.	Physically challenged employee 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 in the same post.	+10
7.	Woman employee **Clarification**: Women employees eligible for points under serial no. 3, 4 and 5 herein above shall not be eligible for the points.	+05
8.	Widow employee[75]	+5
9.	Parents with serious illness[76]	+5 each
	Transfer count	**Total score of all the points**

9.1 Method for Request Transfer basing on Transfer count

a. Request Transfer for a post at a location/station shall be accommodated in decreasing order of Transfer Count, of competing employees[77], computed on the basis of norms mentioned above.

[69] Modified: "1st January" as "31st March"

[70] Deleted: Para related to APAR

[71] Weightage for spouse cases increased to ñ+20ò in both cases in place of ñ+15ò

[72] Weightage for spouse in other organization increased from "+5" to "+10"

[73] Modified ñ+20ò as ñ+20 (maximum)ò

[74] Weightage for NER employees increased from "+12" to "+30"

[75] Fresh Factors in favour of Widow added with weightage of "+5"

[76] Fresh Factors in favour of Seriously ill parents added with weightage of "+5 each"

b. In case of a tie in the transfer count of two or more employees competing for a location the female employee shall be preferred first.

c. 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.

d. Transfer [78] counts of all request transfer applications shall be displayed after the verification of entries in application by the JNV/Controlling Officer concerned for all before the transfer exercise begins. Before the verification the controlling officer may retain a document containing the proof of application by the employee concerned. This shall be verified by the Region concerned. Thereafter the counts shall remain displayed for the information of all during the process of counselling and shall automatically become infructuous after the expiry of counselling process of the year concerned.

   i) 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.

10. [79]REQUEST TRANSFER THROUGH ONLINE COUNSELLING

1. After adjustment of surplus staff and filling up the vacancies in NER/Hard & Difficult stations, the remaining vacancies shall be filled up through counselling process. The process of counselling should cover the transfer cases related to 6(b) and transfer on request of the employee

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[77] Modified ñComputed on the basis of clause 10 of competing employeesò as ñcompeting employees, computed on the basis of norms mentioned above.ò

[78] Para modified: ñTransfer counts of all request transfer applications shall be displayed after the verification of entries in application by the JNV/Controlling Officer concerned for all before the transfer exercise begins. Before the verification the controlling officer may retain a document containing the proof of application by the employee concerned. This shall be verified by the Region concerned. Thereafter the counts shall remain displayed for the information of all during the process of counselling and shall automatically become infructuous after the expiry of counselling process of the year concerned.ò

[79] Title of the para modified ñRequest Transfer through online counsellingò

concerned. All staff desirous of seeking transfer will be invited[80] to participate in the online counselling process on a specified date & time between January and Februaary of every year. Employees desirous of request transfer will generate an online application as per schedule announced and submit a hard copy of the same duly signed by the employee concerned to the Principal of the JNV/ Controlling officer. The transfer on request basis will be considered against available vacancies based on their **transfer count** in decreasing order.

2. NVS may invite request transfer from such employees[81] in such form and manner as deemed appropriate from time to time and consider such requests for transfer to desired station keeping organizational interest uppermost in consideration.
3. After counselling process at the national level is over, Regional Office concerned will conduct the online counselling process at their level for effecting the transfer of non-teaching staff below Office Superintendent in the manner as in 10.1.
4. Request transfer of Regional Language Teachers are elaborated under Clause 13.

11. DISPLACEMENT[82]:

A. [83]OBJECTIVES OF DISPLACEMENT:

Following are the objectives of Displacement of employees:

1. To fill up required vacancies in NER/Hard and Very Hard stations.
2. To accommodate the employees who request for transfer on completion of tenure in NER/Hard and Very Hard stations
3. To unify the spouse in NVS/JNV
4. To Balance the gender ratio of employees in a station

B. ELIGIBILITY OF DISPLACEMENT:

The following employees will be eligible for displacement:

1. Those who have completed 10 (5 in case of DC/AC) years of service at a post in a station.

C. Method for Displacement Transfer basing on Displacement count

[80] Para modified as : ñAfter adjustment of surplus staff and filling up the vacancies in NER/Hard & Difficult stations, the remaining vacancies shall be filled up through counselling process. The process of counselling should cover the transfer cases related to 6(b) and transfer on request of the employee concerned. All staff desirous of seeking transfer will be invited to participate in the online counselling process on a specified date & time between January and February of every year. Employees desirous of request transfer will generate an online application as per schedule announced and submit a hard copy of the same duly signed by the employee concerned to the Principal of the JNV/ Controlling officer. The transfer on request basis will be considered against available vacancies based on their transfer count in decreasing order.ò

[81] Deleted: "at an opportune time at the beginning of an academic year"

[82] Para deleted and merged with Para No 4

[83] A fresh para on the same number given with Displacement Transfer

1.Displacement from a post at a location/station shall be made in decreasing order of Displacement Count, of competing employees, computed on the basis of norms mentioned above.

2. In case of a tie in the transfer count of two or more employees competing in a location the male employee shall be preferred first.

3. 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 displaced and in case, if the date of joining in present post in present station also coincides then the older employee shall be first displaced.
4. The employees who are likely to be displaced may submit the option for posting in NER/ Hard/Very Hard station after the date of submission of option for request transfer has expired for the specified year. Samiti shall notify separate window of schedule for exercising the option by the employees who are asking for request transfer and who are likely to be displaced. However, the schedule for exercising of option will be made in advance. Samiti will make efforts to fill up the vacant posts in NER/Hard and Very Hard stations using the requests cited here. In case vacancies still exist those vacant posts in NER/Hard and Very hard stations will be filled using displacement count in decreasing order. The request applications of those who are due and considered for displacement will not be considered for transfer to places other than NER/Hard/Very Hard stations till the exercise of transfer to such stations are completed.

5. List of eligible employees for displacement shall be displayed after the verification of service particulars by the JNV/Controlling Officer concerned for all before the displacement exercise begins. Before the verification the controlling officer may retain a document containing the proof of eligibility and an application by the employee regarding his/her choice place. This shall be verified by the Region concerned. Thereafter the counts shall remain displayed for the information of all during the process displacement and shall automatically become infructuous after the expiry of counselling process of the year concerned.

6. Following category of employees may be exempted from Displacement:

    i. Employees above the age of 50 years (55 years in case of Vice Principal and above) as on 1st January of the respective year of transfer.
    ii. Employees with disability as at Para 3.6
    iii. Widow employees
    iv. Employees with Medical problems as defined in Annexure-I

12. AUTHORITIES COMPETENT TO EFFECT TRANSFER

Subject to the general powers of the Commissioner to effect all manner of transfers of employees of Navodaya Vidyalaya Samiti, transfers of the kind shown below will be effected by the authorities shown against them:-

	Type of transfers	Authority competent to make transfer
1	Inter-Regional Transfers: (a) In respect of Principals of JNVs and Group A officers at Hqrs., Regional Office & NLI. (b) In respect of Vice-Principals, PGTs, TGTs, non-teaching staff of JNVs, Section Officer & below at Hqrs., Regional Offices & NLI (c) Other non-teaching staff of JNVs below the cadre of Office Superintendent[84]	(a) Commissioner, NVS (b) Jt. Commissioner (Admn) (c) Deputy Commissioner of the Regional Office concerned.
2	**Intra-Regional Transfers** (a) Principals of JNVs (b) Vice-Principals/PGTs/ TGTs/Misc. Category of teachers/Staff Nurse & Office Superintendent of JNVs (c) [85]Other non-teaching staff of JNVs below the cadre of Office Superintendent	(a) Commissioner, NVS (b) Jt. Commissioner (Admn) (c) Deputy Commissioner of the Regional Office concerned.
3	(a) Deciding HQrs during the suspension / posting on revocation of suspension of employees, if any up to the cadre of PGT	(a) Deputy Commissioner of concern3ed Region

13. ROTATIONAL TRANSFER POLICY OF REGIONAL LANGUAGE TEACHERS

13.1 With a view to provide opportunities to Regional Language Teachers working outside their native State to get posting in their native State, the

[84] Modified title as "Other non-teaching staff of JNVs below the cadre of Office Superintendent"
[85] Modified title as ñ Other non-teaching staff of JNVs below the cadre of Office Superintendentò

rotational transfer policy of existing Regional Language Teachers will be regulated as under: -

a) Vacancies available in the native States may be filled up by transfer of Regional Language Teachers working outside the native States as per the length of their stay without insisting upon five years tenure.

b) Regional Language Teachers working in other regions / Hindi Speaking States who have completed 5 years of stay outside their native State will be considered for transfer to their native States and the teachers who are working in native States for 5 years and above will be transferred in their places provided no vacancies are available in their native State.

c) Such transfers outside native states shall be restricted to the extent of the teachers working in Hindi speaking States who request for transfer to native States.

d) Transfer of Regional Language Teachers posted outside the native States will also be made against the vacancies available in their native States.

e) The rotational transfers shall be made in accordance with the length of service rendered in their native States / outside native State.

f) On rotational transfers their seniority shall be protected in their region of recruitment.

g) Recruitment of Regional Language Teachers for available vacancies may be made by the concerned Region where the vacancy is available and the selected teachers will have to serve in the region of their recruitment only.

h) Existing Regional Language Teachers will continue to be governed by the present policy of rotational transfer till such teachers remain outside their native States.

13.2 Exemption from rotational transfer of Regional Language Teachers

a) Teachers who are more than 50 years of age so that they can concentrate of settlement of their children.

b) In case of Husband and wife both working in JNVs in their native State, special exemption will be accorded from rotational transfer, in case of non-availability of vacancies at one station to accommodate the both officials.

c) Extreme medical ground.

14. TEMPORARY CHANGE OF HEADQUARTERS

[86]Deputy Commissioner shall be competent to change the headquarters of an employee for a period not exceeding 179 days in an academic session to any other station within the region on following grounds of administrative exigencies only:-

a. In case no person is available for engagement on part-time contract basis to fill a vacancy (including a leave vacancy) in a school, and
b. For ensuring better utilization of manpower.
c. [87]For ensuring fair enquiry in case of exigencies

However, the Deputy Commissioner shall take due care while changing such headquarters temporarily so that the academic interest of the students at the employees present place of posting are not adversely affected.

15. ADMISSIBILITY OF TRANSFER TA

Transfer TA as per Rules will be admissible in following cases:-

a) Case of transfer on administrative grounds including transfers in Public Interest, transfer on redeployment of staff[88].
b) Case of rotational transfers of TGTs (Regional Language) to / out of native State
c) Request transfers only in following circumstances: -

    i) [89]Where request transfer is effected from normal area in to a vacancy located in a NER/Hard and Very Hard area, or

    ii) Where a person posted in school in a hard & very hard area is transferred out on request on completion of prescribed minimum tenure.

[86] Modified introductory sentence as ñDeputy Commissioner shall be competent to change the headquarters of an employee for a period not exceeding 179 days in an academic session to any other station within the region on following grounds of administrative exigencies only:ò

[87] Added one more ground of administrative exigency: ñFor ensuring fair enquiry in case of exigenciesò

[88] Modified as ñCase of transfer on administrative grounds including transfers in Public Interest, transfer on redeployment of staffò

[89] Modified as ñWhere request transfer is effected from normal area in to a vacancy located in a NER/Hard and Very Hard area, orò

[90]However, Transfer TA will not be admissible in case of modification of a place of posting of an administrative transfer on request made at later stage.

16. POWER OF RELAXATION OF GUIDELINES

Notwithstanding anything contained in the guidelines, the Commissioner with the prior approval of the Chairman, NVS, shall be competent to transfer any employee to any place in relaxation of any or all of the above provisions after recording reasons justifying such relaxation.

17. INTERPRETATION OF GUIDELINES

Commissioner, NVS 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 effect, control and administration of the NVS as a whole.

18. 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.

(P K Sharma) Deputy Commissioner(Admn)	(G Arumugam) Deputy Commissioner (Acad)	(A N Ramachandra) Deputy Commissioner (P&E)
(D C Verma) Assistant Commissioner (E-III)	(B C Panda) Assistant Commissioner (E-I)	(Prabir Chaudhuri) Assistant Commissioner (Adm)

[90] Para added ñHowever, Transfer TA will not be admissible in case of modification of a place of posting of an administrative transfer on request made at later stage.ò