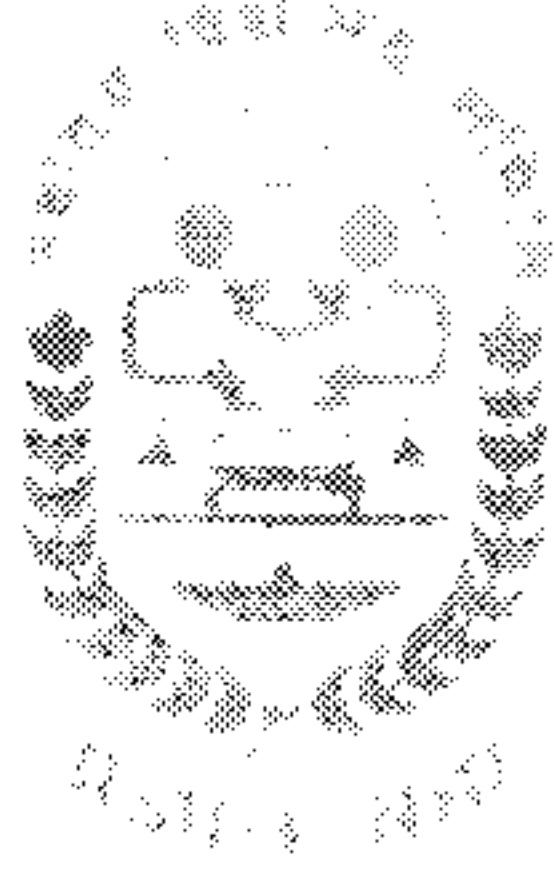


☎ 0522- 2738692

फैक्स.0522-2738695

तार -नवसम

नवोदय विद्यालय समिति
(मानव संसाधन विकास मंत्रालय, शिक्षा विभाग
भारत सरकार का स्वायत्त संगठन)



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Gram - NAVSAM

Navodaya Vidyalaya Samiti

An Autonomous Organization of Ministry of
Human Resource Development, Govt. of India)

F.17-1/2014-15/ NVS(LR)/Tr.

Dated- 03.03.2014

To,

The Principal,
Jawahar Navodaya Vidyalaya
Lucknow Region.

Sub: Transfer of Teaching and Non-teaching staff for the year 2014 in accordance with the transfer policy 2012-regarding.

Sir/Madam,

Navodaya Vidyalaya Samiti has decided to effect transfer of following types as per prescribed schedule in accordance with the transfer policy of the Samiti notified on 04.04.12 .

(a) Transfer of willing employees to NER/hard & difficult stations.

(b) Adjustment of surplus staff.

(c) Rotational Transfer of 3rd Language Teachers..

(d) Administrative Transfer of employees whose retention is not considered conducive for Vidyalaya management

(E) Request Transfer of employees.

2. Samiti has invited the willingness of concerned employees for transfer to NER and Hard and Difficult stations. Individual details in r/o each staff willing to opt for NER Hard and difficult station may be submitted in **FORMAT No. I**. If none of the official of JNV is not willing for posting to NER/Hard/V. Hard station then **NIL** information may also be submitted. The information may be submitted to this office latest by 20th March. The details of employees in **FORMAT No. I** may be verified from the service book of the individual Service Book. It may be noted that streams already allotted should be continued at least 03 years in the same JNVs.

3- Adjustment of Surplus Staff Transfer policy stipulates that teachers rendered surplus in a particular region due to closer of stream/ change in JNVST category decrease of work load etc is to be adjusted in the Region itself against the available vacancies in the same Region then in adjoining Region through option of surplus staff this exercise will be completed by RO on or before 31st March.

4. Rotational transfer of Regional Language Teacher :- It has been decided by the NVS (Hqrs) effect the transfer of Regional Language Teachers under provision of rotational transfer guidelines at Hqrs level as per the transfer policy 2012. In order to facilitate the transfer of Regional Office Teachers, Regional Language Teachers, Regional Officer concerned should obtain request of the individual teachers in the prescribed format (**Format-IV**) and the same may be furnished to this office for verifying the particulars mentioned in the request application form for further transmission to NVS(Hqrs). The detailed particulars of regional Language Teacher who have completed five year stay or more in LR as on 01.01.2014 may also be furnished in the prescribed **format (V)** enclosed herewith. It is further clarified that transfer request of Regional Language Teachers to a place/JNV within the native state is not covered under the provision of rotational transfer of Regional Language Teachers. They may submit their requests, if they desired so, in the prescribed format for request transfer as other teachers are required to do and same would be considered based on transfer count. Mutual transfer of Regional Language teachers would not be considered as there is no provision to do so in the provisions of rotational transfer.

5. Administrative transfer of employees not found conducive for a station. If continuance of an employee in a JNV is not in the interest of the Samiti from administrative point of view you are requested to forward such cases with full justification and sufficient documentary evidences for further necessary action at this end. Merely forwarding the names without any justification and sufficient documentary evidence will not be considered. These transferred would be effective after a detailed enquiry in individual case to be considered by RO. The name along with evidence of the employees whose transfer is being recommended on admin ground must be reach to this office on or before 15 march so as enquiry in the matter if deemed fit may be conducted.

लेखराज पन्ना तृतीय तल, विकास नगर, सेक्टर 2, लखनऊ 226022

Lekhraj Panna, IIIrd Floor, Sector-2, Vikas Nagar, Lucknow-226022 General letters.....

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(मानव संसाधन विकास मंत्रालय, शिक्षा विभाग
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6. As regards the request transfer of employees the same will be dealt on the basis of provisions of transfer policy. As such you are requested to submit the complete details of all employees working in JNV in enclosed proforma (**Format II**). It may please be ensured that submission of details in **Part 'A'** (**Mandatory of all employees**) and **Part 'C'** (**Mandatory for all employees**) of Format II is mandatory for all employees. **Part 'B' (calculation of transfer count) may be filled up by those employees who are seeking transfer on request.**

In view of above guidelines you have to take following action immediately.

- (i) Obtain written consent of employee willing to transfer for north east region and hard and difficult station in **Format No.-I** if the information is nil the same may also be provided.
- (ii) For considering rotational transfer of Regional Language teachers request of IIIrd language teachers may be obtain in prescribed format no.-IV.
- (iii) Details of IIIrd language teachers who have completed five year stay or more as on 01.01.2013 may be furnished in format No.-V
- (iv) Request transfer data may be submitted in format no. II it may kindly be noted that part A and Part C of the Format No. II is compulsory for all employees whether they are seeking request transfer or not. Part B may be filled by those employees who are seeking request transfer.
- (v) Calculation of displacement point of each employee may kindly be compiled in format no III is enclosed herewith.
- (vi) The consolidated information of all the staff pertaining to their home town may be submitted in **Format No.-VII**.

The hard copy along with CD (Format No. 3,5 & 7) may be provided in following cases:-

- (a) Format No.-I (Employees willing for NER/Hard difficult station)
- (b) Format No.-II (Part A, & Part C mandatory for all the employees and Part ABC i.r.o. of employees seeking request transfer)
- (c) Format No. - III (Request of employees seeking transfer may be filled in column No. 1-18. (Column No. 11,12,13 i.e total Transfer count/ Total displacement) must be filled completely.
- (d) Format No.-IV (Request transfer application of IIIrd language teachers.
- (e) Format No.-V (Details of IIIrd language teachers who have completed five year stay as on 01.01.14 in Lucknow Region.
- (f) Format No.-VII (Details of employees working in their home town.

Since consolidated information of the region had to be submitted to NVS HQ, Noida by 31st march 2014 hence information of your JNV Hard copy must reach in regional office latest by 15.03.2014 in any case. During the last year most of the Principal have not submitted Format No. II (A,B,C) i.r.o. all the staff working in the JNV hence while submitting the information (Hard Copy) it may ensured that Format No. II (A,B,C) in case of each employee working and other Formats must be sent to RO.

This may kindly be treated as most urgent and time bound.

For detail information Samiti's above letter is available in its website also .

Encl:- As above.

Yours faithfully,


(Girish Chandra)

Deputy Commissioner

लेखराज पन्ना तृतीय तल, विकास नगर, सेक्टर 2, लखनऊ 226022

Lekhraj Panna, IIIrd Floor, Sector-2, Vikas Nagar, Lucknow-226022 General letters.....