

दूरभाष: 040-29700551

फैक्स-040-29700561

नवोदय विद्यालय समिति

हैदराबाद संभाग

मानव संसाधन विकास मंत्रालय का एक स्वायत्त संस्थान
(स्कूल शिक्षा एवं साक्षरता विभाग, भारत सरकार)

नल्लगंडला रोड, गोपनपल्ली, रंगारेड्डी जिला

हैदराबाद पिन -500 107 (तेलंगाणा)



Ph: 040-29700551
Fax: 040-29700561
Website: navodayahyd.gov.in
E-mail : nvshydest2@gmail.com
NAVODAYA VIDYALAYA SAMITI
(HYDERABAD REGION)
An Autonomous Organization under Ministry of HRD
(Dept. of School Education & Literacy, Govt. of India)
Nalagandla Road
Gopanpally, Rangareddy (Dist)
Hyderabad- 500 107 (Telengana)

पत्रांक सं. 1-4/NVS(HR)/(Estt.II)/2020

दिनांक: 28.01.2021

सेवा में

प्राचार्य

समस्त जवाहर नवोदय विद्यालय,

हैदराबाद संभाग

विषय: Annual Transfer Drive 2020-21 – reg.

- संदर्भ: १. Samiti's circular No.F.2-1/2020(ATD)-NVS(Estt.II)/5525 dated 27 January, 2021.
2. Important Notice No.F.2-1/2020(ATD)-NVS(Estt.II)/ 5526 dated 27 January, 2021
3. Important Notice No.F.2-1/2020(ATD)-NVS(Estt.II)/5527 dated 27 January, 2021.

.महोदय/महोदया,

Enclosed herewith please find copy of Samiti's circular(s) dated 27.01.2021 related to ATD 2021 informing the following:-

1. Launch of "Application Module" under Annual Transfer Drive 2020-21 –inviting online information/application from employees.
2. Do's & Don'ts for Employee under ATD 2020-21.
3. Do's & Don'ts for Principal & Regional Office under ATD 2020-21.

It is therefore requested that the instructions contained in the above circulars is to be scrupulously adhered to. Further, it is reiterated that it is mandatory for all employees to submit the application irrespective of whether he/she is seeking transfer or not. Any deviation shall be viewed seriously.

भवदीय,

(G. Anusuya)

Deputy Commissioner

अनुलग्नक : As above.

प्रतिलिपि:

१. समस्त अधिकारी गण, नवोदय विद्यालय समिति, हैदराबाद संभाग के सूचनार्थ
२. सभी कर्मचारी वर्ग, नवोदय विद्यालय समिति, हैदराबाद संभाग के सूचनार्थ



NAVODAYA VIDYALAYA SAMITI
(An Autonomous Organization under Ministry of Education)
Department of School Education and Literacy,
Government of India
B-15, Institutional Area, Sector-62,
Noida, District GautamBudh Nagar,
Uttar Pradesh – 201 309

No.F.2-1/2020(ATD)-NVS(Estt.II)/5525

January 27, 2021

To

The Deputy Commissioner,
 NavodayaVidyalayaSamiti,
 All Regional Offices

Subject: Launch of “Application Module” under Annual Transfer Drive 2020-21 - Inviting online information/application from employees - reg.

Sir/Madam,

It is to inform that the “Application Module” of the Annual Transfer Drive 2020-21 will be made online on 28.01.2021 at 12.00 noon for inviting online application from all employees under ATD 2020-21.

The schedule / timeline of online activity for stake holders at various levels may be perused below:

S.No.	Online Activity	Time Line
01	Submission (filling-up) of online application by employees	28.01.2021 to 06.02.2021
02	Online Scrutiny & approval by Principal of concerned JNV	08.02.2021 to 11.02.2021
03	Online Scrutiny & approval by the Concerned Regional Office	12.02.2021 to 19.02.2021

It is once again informed that:

- Possession of **ShaalaDarpan (PIS) ID** is mandatory for logging in to the application module. If any employee is not yet registered on PIS module of ShaalaDarpan, may register on the same and get the registration validated by the Principal (admin) of the JNV without any delay.
- Submission of application is mandatory for all employees of JNV. However, if they do not seek transfer, they can opt “NO” when asked for participation in transfer process / drive.

It is, therefore, directed to inform all stake holders to log-in to the transfer portal (once it is launched) and complete the process of online application and approval within active window period. The login shall be disabled at 11.59 pm on last date of the window period.

This issues with approval of the competent authority.

Yours faithfully,

[Vikram Joshi]**Deputy Commissioner [Pers.]****Copy to:**

- The PA to Commissioner, NVS HQ Noida for information, please.
- The PA to Joint Commissioner (Pers.), NVS HQ Noida for information, please.



NAVODAYA VIDYALAYA SAMITI
 (An Autonomous Organization under Ministry of Education)
 Department of School Education and Literacy,
 Government of India
 B-15, Institutional Area, Sector-62,
 Noida, District Gautam Budh Nagar,
 Uttar Pradesh – 201 309

No.F.2-1/2020(ATD)-NVS(Estt.II)/5526

January 27, 2021

IMPORTANT NOTICE**Do's & Don'ts for Employee under ATD 2020-21**

It is for information to all the employees that **“Application Module”** of transfer portal is being launched to invite online applications from employees regarding Annual Transfer Drive 2020-21. Consequently, all employees are requested to go through the letter/notification issued by NVS HQrs (Estt.II) dated 20.02.2020 and 25.09.2020 to have a clear idea about vacancy, merger of transfer drive of 2020 and 2021. It is also requested to compulsorily go through the Transfer Guidelines 2020-21 dated 22.12.2020 and 19.01.2021 to have a clear idea about provisions and its interpretation. With regard to inviting online application, following is informed:

1. **ShaalaDarpan (PIS) ID:** Before applying online please keep your NVS ShaalaDarpan (PIS) ID (10 digit numeral) handy and available with you. Therefore, you must ensure that you are registered on PIS module of ShaalaDarpan and possess a valid PIS ID which will be used as a unique ID for your transfer application also.
2. **How to fill application form:** All the employees are required to register / sign in the transfer portal using link www.nvsemployeeportal.org and filling few basic information like ShaalaDarpan (PIS) ID, valid email ID, Mobile number and a password of their choice. A verification link will be sent to the inbox of their email account. On clicking the link, they will be directed to the login page of the transfer portal. On entering the verified credentials, following is to be ensured:
 - a. Click your mail ID displayed on home page on right side of blue ribbon. Once you click to open drop down, click the **“Dashboard”** button to proceed further.
 - b. Click the “Profile” from vertical menu bar left side to open profile page and fill required correct information. Once you submit the page, it will navigate you to next page i.e., **“Contact Details”**.
 - c. On submitting the “Contact Details” page, it will navigate you to **“Photo & Signature”** corner. Please upload scanned copy of required size Passport photograph and signature in the appropriate boxes.
 - d. It is mandatory for all employees to fill all fields of **Profile, Contact Details, Photo & Signature, Service History, Priority Category** details irrespective of their choice to participate or not, in transfer drive. Please do take care to fill Present place details and service record details correctly. Submission of wrong / misleading information / records may invite administrative consequences.

- e. Once the personal and service records are filled, you are required to click **“Transfer Request”** button on left side vertical menu bar. It is optional to fill the **“Transfer Request”** page based on the willingness of the employee to participate in ongoing transfer drive. If you want to take transfer, please opt “YES” in the field marked **“Do you want to participate in Transfer Processes?”** and filling other information, please opt choice stations as many as you can. If you don’t want transfer, please opt **“NO”** at the relevant field and move further without opting any choice stations.
 - f. Once you complete filling all required information, the preview page appears to display your important fields including your choice stations. On having perused the data on preview page, please click **“Lock Application”** button to finally submit the application.
3. **Provision for editing application multiple times:** Provision has been made to enable editing facility to participating employees to edit their application form even after submission, if they choose to do so. However, the facility is available till an application is not approved/rejected by the Principal of the JNV. Therefore, employees must avoid filing multiple applications. One can edit the application by adopting below mentioned steps:
- a. Click **“Dashboard”** to visit dashboard page.
 - b. Click Yellow coloured **“Unlock”** button
 - c. Respond to the popping up warning message on prompted page.
 - d. Go to any section to edit/update your information.
 - e. Click Submit button to save the changes and navigate to next page.
 - f. Go to Preview page to view the saved changes.
 - g. Click **“Lock Application”** button to lock /finally submit your application.

Despite the provision explained here, if an employee opts for submitting multiple applications, it is categorically informed that anyone/none of his applications may be processed by the system and no request will be entertained in this regard for his claim over any particular application form.

4. **Retrieving Password:** The password can be reset by clicking on link “Forgot your password?”, if required.
5. **Importance of valid personal email ID:** As valid email ID (registered on portal) is required for logging-in for subsequent rounds of transfer / activity, the employees must not use third party email ID to avoid submission of multiple / fake / wrong application forms or to avoid non-retrieval of password (whenever required).
6. **Status of vacancy:** Vacancies exhibited on transfer portal are always tentative as their status may change due to administrative exigencies like promotion / posting due to recruitment / compassionate appointment / suspension / revocation of suspension / transfer on administrative reasons /transfer effected as per direction of Hon’ble Court / transfer effected under relaxation of provisions of transfer policy / retirement / termination / death of an employee / posting on recruitment. Thus actual allotment of posts on transfer will be based on the

status of vacancy on the day of raising transfer list. Therefore, employees are requested to keep their options widened so as to maximize their probability of transfer to any of the requested stations.

7. **NVS Spouse to provide valid email of Spouse:** It is to inform that a special provision has been made to capture spouse details of NVS spouse while processing the transfer request of NVS Spouse cases. In this context it is to mention that employee having working spouse in NVS is required to submit, besides spouse certificate, the valid email (used on transfer portal) through which the data of the spouse will be mapped. Therefore, it is imperative for spouse to fill application online with valid email. If one spouse member fills application on portal seeking transfer on spouse grounds and the other member does not fill application with the same email ID (mentioned by spouse), allotment may not be done even if eligibility and vacancy exists and no claim will be entertained in this regard for the consequences.
8. **Correct entry in the filed marked as “Posting Reason”:** It is to mention that “Posting Reason” is to be filled up by the employee at two different pages viz., **“Present School/Place”** and **“Service Record”**. This information must be filled up very carefully from the available drop down list, displaying reasons of posting at a particular station during entire service period of the employee. The dropdown list may be noted as under:

- a. **Initial Posting on Recruitment**
- b. **Initial Posting on Promotion**
- c. **Transfer on Request**
- d. **Transfer on Displacement**
- e. **Transfer in Public Interest**
- f. **Admin Transfer Without Disciplinary Proceedings**
- g. **Admin Transfer With Disciplinary Proceedings**
- h. **Admin Transfer Turned Request Transfer ***
- i. **Administrative Redeployment being Surplus**

[* It refers to the case where an employee, given Administrative Transfer, requests for modification and his request is agreed to, for the change of place on requested station]

It is to be very clear that the “Posting Reason” field must be correctly filled by the employee. The Principal and Regional Office must also do proper scrutiny to check correctness of the proper posting reasons from the above mentioned list verified from Service Book/Personal File.

9. **Administrative Transfer – a cumulative tenure approach:** Vide transfer guidelines dated 19.01.2021, provision has been made for cumulating the tenure of preceding JNV for deciding eligibility for transfer, if reason of posting of an employee at present station is in consequence of transfer accorded to him under administrative compulsions. Therefore, employee must have correct understanding of the provision. Also he must mention the correct reason of posting at a station by selecting correct option from the dropdown list available **(please refer point 08 above)**.

10. **Importance of Multiple Priority Categories:** Provision has been made to facilitate employee by allowing them to avail weightage of multiple priority (if

possesses) over single priority in case there is a tie on higher priority order (please see Transfer Guidelines 2020 dated 22.12.2020). Therefore,

- a. Employee must provide information on multiple priority categories at right places along with relevant certificate if s/he is covered under more than one priority category.
- b. All priority category must be supported by legible, valid certificate in proper format wherever required and the same may be uploaded by the employee at right place/field.
- c. It is also to mention that merely filling / claiming multiple priorities does not entitle any employee for getting advantage of the privilege until the document is found legible, correct and in valid format in respect of laid down criteria at subsequent level of scrutiny and processing.
- d. Spouse / Single Lady must always upload the latest spouse certificate in latest proforma as prescribed and available on NVS website / transfer portal.

11. **Opting choice stations widely and wisely:** Employee desirous of transfer must opt from available vacancies widely and wisely. In this context, it is to make very specific that:

- a. The automated system only scans the type of vacancy which is selected by the employee himself. For the posts where more than one vacancy exists in a vidyalaya and If an employee opts **“Actual”** vacancy, the system scans only “Actual” vacancy for allotment and not the “Deemed” one even if the “Deemed” vacancy is available. Therefore, to have highest probability of allotment of a particular station, the employee must select both **“Actual”** and **“Deemed”**, in case both the types of vacancy are available at same station.
- b. It has been observed that many employees opt “Protected Deemed” as their option. It is to make very clear that **the vacancy reflected under “Protected Deemed” is, in fact, not a vacancy.** Rather it is aimed to reflect transparency with status of certain employees who despite being deemed, are protected from displacement being covered under certain “Priority Category” such as Disability / Serious Ailment / Spouse / Single Lady / DFR cases. Therefore, **opting any vacancy / post marked under “Protected Deemed” does not entitle the employee for allotment of that station.**
- c. Transfer of Driver / Elect.-cum-plumber / Lab Attendant / Cook / Mess Helper / Chowkidar / CCS shall be processed against **“Actual Vacancy”** only. Therefore, employees of these cadres may opt preferred stations accordingly.

12. **Scrutiny & editing of the application Form by Principal / RO:** It is to clearly mention that the information filled by the employees are subject to scrutiny / verification and further editing at the level of Principal and RO based on information in Service Book / Personal File of the employees. However, it is to make clear that the preference / choice stations opted by employees shall be kept locked once application is submitted. The Principal may approve / reject the application forms based on the facts, but they can't alter the transfer request/choice station registered by the employee.

13. **Submission of online application – a mandatory exercise:** It is note that filling up of online application is mandatory for all employees. However, if they want

transfer, they can choose “YES” button in participation field and subsequently opt choice stations. If they don’t want transfer, they can choose “NO” button in participation field to subsequently avoid opting choice station. Non-submission of application form by any employee shall be viewed very seriously.

14.Refreshing /reloading webpage: If a web page is not displayed / uploaded correctly or appears to hang, press “CTRL+F5” to reload the page and then proceed further.

15.Various Rounds and vacancies: It is important to note that online transfer drive includes two distinguished rounds viz., Round 01 and Round 02.

a. Round 01: Open for all. Allotment is subject to eligibility criteria and availability of vacancy.

b. Round 02: Meant for selected applicants (i) All Displaced employees of round 01 (whether applied or not) and (ii) All those employees who are eligible and opted station in Round 01 but did not get any station.

This clarifies that if an employee does not opt any station in Round 01 and also not got any station even on displacement in Round 01, is not eligible to participate in round 02.

c. Vacancy: Allotment will be on both Actual Vacancy and Deemed Vacancy for Round 01. But in Round 02 Allotment will be only on Actual vacancy (left over actual vacancy of round 01 and newly created actual vacancy in consequence of round 01).

This clarifies that “Deemed Vacancy” is characteristics of Round 01 only. Apart from Round 01, Deemed Vacancy is never used for transfer under Annual Transfer Drive.

It is to note that at any point of time, if it is found that the employee has taken transfer on wrong/fake grounds and/or on the basis of forged document/certificate, the transfer is liable to be cancelled and disciplinary proceedings may be initiated against the erring employee besides posting him under administrative compulsion anywhere. Any request of employee as an excuse for such instance will not be considered/entertained at any cost. It is therefore, informed to all concerned to go through transfer policy/guidelines/Do’s & Don’ts understand all provisions correctly prior to submission of online application.

Any technical lag / issues noticed during online activity may be reported on email i.e., **nvsemloyeeportal@gmail.com** with clear subject and contact (mobile) number of the applicant.


[Vikram Joshi]

Deputy Commissioner [Pers.]

Copy to:

1. The **Deputy Commissioner**, All regional offices to circulate the document to all employees through Principal, all JNVs.
2. The PA to **Commissioner**, NVS HQ Noida – for information please
3. The PA **Joint Commissioner (Pers.)**, NVS HQ Noida – for information please
4. The **AC (IT Cell)**, NVS HQ Noida – to arrange uploading of a copy on NVS website.



NAVODAYA VIDYALAYA SAMITI
 (An Autonomous Organization under Ministry of Education)
 Department of School Education and Literacy,
 Government of India
 B-15, Institutional Area, Sector-62,
 Noida, District Gautam Budh Nagar,
 Uttar Pradesh – 201 309

No.F.2-1/2020(ATD)-NVS(Estt.II)/5527

January 27, 2021

IMPORTANT NOTICE**Do's & Don'ts for Principal & Regional Office under ATD 2020-21**

It is to convey that filling up of online application on Transfer Portal is an important activity. Subsequently the next important activity is scrutiny of the application forms and its approval prior to onward processing by the agency. The role of Principal of the concerned JNV and Regional Offices are very much sensitive and to be performed with great sincerity and responsibility.

Therefore, all concerned are informed to go through the documents of Transfer policy 2012 and subsequent guidelines issued from time to time to have a clear understanding of the provisions and its interpretation prior to committing scrutiny / approval / rejection of the applications online. The Do's & Don'ts enumerated below intends to facilitate the concerned person/ authority regarding important aspects and issues which are to be attended while doing scrutiny of the application form and its subsequent approval. Therefore, following is informed:

1. **Keeping employee well informed:** It will be sole responsibility of the Principal of JNV concerned to keep his employees informed about submission of online application by all suitable means. He must see that all the employee has submitted the application online and the record is kept in the office for future reference.
2. **Registration on ShaalaDarpan (PIS) mandatory:** As submission of ShaalaDarpan ID will be used as unique employee ID in application form, please ensure that every employee of JNV is in possession of the same. Please ensure to register and validate employee on ShaalaDarpan, if not registered till date.
3. **Submission of application – a mandatory exercise:** Submission of application form is mandatory. Hence please ensure that every employee of your vidyalaya submit application form online within active window period. However, it is categorically informed that opting choice station for seeking transfer is not mandatory. It is also to mention that transfer drive is not meant for contractual / daily-wage employees of NVS and hence they should not apply on transfer portal.
4. **Correct data to be provided:** Please ensure that all personal information and service record details have been correctly filled by the applicant.

5. **Name of the Employee:** It has been observed that many employees change their last name as first name and first name as last name. It appears ridiculous. Therefore, Principal and RO must ensure that the first name, middle name and last name filled by the employee must match with the name recorded in Service Book of that employee.
6. **Home district:** Home district of the employee must be checked and validated very carefully with service book of the employees.
7. **Posting Reason to be checked:** Please ensure that “**Posting Reason**” on the page of “**Present place**” and “**Service Record**” must be carefully checked with available records on Service Book / Personal File. This field intends to confirm the reason of posting of an employee at a particular station. An employee is expected to pick from 08 dropdown list confirming correct reasons for his posting at a station including present station. Various posting reason may be seen as below:

- a. **Initial Posting on Recruitment**
- b. **Initial Posting on Promotion**
- c. **Transfer on Request**
- d. **Transfer on Displacement**
- e. **Transfer in Public Interest**
- f. **Admin Transfer Without Disciplinary Proceedings**
- g. **Admin Transfer With Disciplinary Proceedings**
- h. **Admin Transfer Turned Request Transfer ***
- i. **Administrative Redeployment being Surplus**

[* It refers to the case where an employee, given Administrative Transfer, requests for modification and his request is agreed to, for the change of place on requested station]

Every care is to be taken at Principal and RO level to validate the posting reasons from the available Service records during scrutiny. Editing may be done to mark correct posting reason during scrutiny, if found wrongly filled.

8. **Proper scrutiny of Administrative Transfer of an employee –** Vide transfer guidelines dated 19.01.2021, provision has been made for cumulating the tenure of preceding JNV for deciding eligibility for transfer, if reason of posting of an employee at present station is in consequence of transfer accorded to him under administrative compulsions. Therefore, the Principal and the RO must have correct understanding of the provision. Also they must check the correct reason of posting of opted by an employee for a particular station and validate the same with service book/personal file by selecting correct option (if needed) from the dropdown list available **(please refer point 07 above)**.
9. **Cut-off date for validity of Priority criteria:** Any priority criteria is to be treated valid if it fulfills the criteria till cut-off date. Employee not coming under priority or losing priority grounds on or before cut-off date shall not be entitled to avail benefit under priority. Therefore, such priority cases, if claimed, must be checked thoroughly during scrutiny.
10. **Scrutiny of Priority Grounds / Certificate:** No application form should be approved without proper scrutiny of the priority certificate, if claimed by employee. All cases claiming priority under PH, Medical, Spouse, Single Lady must be verified properly. It is also to mention that the certificate for claiming

priority must contain signature and seal of the competent authority as specified at respective column of the certificate. Claiming advantage of priority on false / fabricated / fake certificate shall summarily be rejected. In many cases, uploaded priority certificate does not conform to the kind and extent of parameters as prescribed in the pro-forma of certificate. In other cases, the certificate contained **incomplete details of the parameters** of serious ailment / working spouse. In other cases, the scanned-uploaded certificates are not at all legible. In many other cases these scanned certificates were minimal sized cropped up piece which got blurred on zooming in and hence, were not at all legible. Principals should be careful to examine such cases and resort to approval / rejection of priority claim after proper examination of the certificate.

b. Eligible Transfer Category (Single / Multiple Priority): Provision has been made to facilitate employee by allowing them to avail weightage of multiple priority (if possessed) over single priority in case there is a tie on higher priority order (please see Transfer Guidelines 2020 dated 22.12.2020). Therefore, extreme care is to be taken to approve single or multiple priority while deciding / approving grounds of transfer at the level of Principal and RO.

11. **Multiple / fake applications of employee to be rejected:** Provision of editing of application has been provided for employee for updating / correcting of data. Therefore, multiple application should be avoided by employee. If such case is noticed, the Principal and the RO must approve the latest application and reject the rest citing suitable reasons.
12. **Updating / editing of data at Principal's level:** Principal must ensure to keep employee informed about any changes brought in bio-data / service records while executing approval of application form. Hard copy of such updated / corrected application forms should be preserved in the office of vidyalaya for records having obtained signature of the employee concerned.
13. **Deemed & Protected Deemed Status:** It has been observed in many cases that employee's status is shown "**Deemed**" on vacancy module. Neither employee nor the Principal care about the correctness of status displayed on vacancy module. Once such employees (being deemed) gets displaced, run from pillar to post for cancelling their transfer claiming that they are under valid priority category and covered under "Protected Deemed". It becomes very difficult to cancel such transfer by denying allotment of requested station to any bona fide applicant or chain of applicants through automated system. Principal also must ensure that declaring status of any employee either deemed or protected deemed must be correct in every respect based on scrutiny of valid priority area/certificate/service records so as to avoid any future complications. Any lapse shall be taken as deliberate attempt of forgery and will be dealt in as per rules.
14. **Principal and RO must note that there is no provision of uploading any certificate / document from back end (HQ / Agency). Therefore, request of employee in this regard (for uploading any such document) at NVS, HQ level shall not be entertained in any case.** Therefore, once form is submitted and approved further, no documents can be added or deleted by NVS HQ or agency. Hence Principal and RO must keep their employee well informed about this limitation.

15. **Non-relieving of employees (already under transfer) in previous ATD:** It has been observed that many employees, despite getting transfer in ATD 2019 did not get relieved till date or have been given extension for relieving due to any valid reason. In this regard it is to clarify that all such employees who got transfer in ATD 2019 and did not get relieved due to any valid reason, they should fill their biodata on application form, but should not be allowed to opt choice stations in ATD 2020-21. If they opt for transfer again, their application form must be rejected properly at the level of vidyalaya as well as Regional Office registering proper reasons (in appropriate field) for rejection.
16. **Need of coordination between RO, Principal & employees:** As transfer drive is a regular annual exercise, the Regional Offices, through the Principals of all JNVs must ensure to develop a suitable mechanism to keep all employees completely aware of the online transfer system, its provisions and activity pertaining to submission of application form and its subsequent approval / rejection to ensure the transfer drive run hustle / error free with complete transparency.
17. **Wrong Approval / rejection / Pending status of application – a serious offence:** The Principal & RO must ensure to check all applications one by one and accord approval only after doing scrutiny of the information and supporting priority documents. No application form is left “Pending” at the level of Principal & RO. Leaving application form “Pending” or wrong approval / rejection of the form and of any priority criteria of an application shall amount to deliberate negligence on part of the Principal and the Regional office and shall be treated as a serious offence on the part of stake holder inviting administrative consequences.
18. **Consolidation of record vidyalaya / RO wise:** Once the online exercise of employee / Principal and RO is finished, a proforma is to be floated to collect consolidated record of bench strength of employee and no. of employee who applied to ascertain the actual number of employees who did not submit their application online.

It is also expected that all stake holders must read and understand all the clauses of transfer policy 2012 and subsequent guidelines, issued from time to time, prior to performing any activity on online portal so as to accomplish role of their own part correctly in every respect. Any negligence in part of employee / Principal and RO with regard to non-compliance of the guidelines / instructions shall be viewed seriously.

Any technical lag / issues noticed during online activity may be reported on email i.e., **nvsemployeeportal@gmail.com** with clear subject and contact (mobile) number of the applicant.

This issues with the approval of the competent authority.

Yours faithfully,


[Vikram Joshi]

Deputy Commissioner [Pers.]

Copy to:

1. The PA to **Commissioner, NVS HQ, Noida** for information, please.
2. The PA to **Joint Commissioner, NVS Noida** for information, please.
3. The **Assistant Commissioner, IT Cell, NVS HQ, Noida** to arrange for placing a copy on official website of NVS for information to all concerned.