



# केन्द्रीय विद्यालय संगठन

संभागीय कार्यालय, आई. आई. टी. कैम्पस, पवई, मुम्बई - ४०० ०७६.

**KENDRIYA VIDYALAYA SANGATHAN**

Regional Office, I.I.T. Campus, Powai, Mumbai - 400 076

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F. 27046/02 /2010-11 (Mutual Tr.)RO MUMBAI/Admin

DATE: - 28.07.2010

The Principal,  
All Kendriya Vidyalayas,  
MUMBAI REGION

EMAIL/ SPEED POST

Subject:- Application for mutual transfers under para 18 of KVS transfer guidelines

Ref. :- KVS (HQ) letter NO.f.11046/MUT/2010/KVS(HQ)(E.II) dt. 21.07.2010

Sir/Madam,

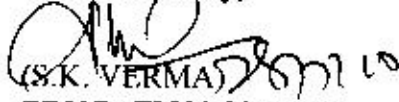
Inviting your attention to the subject cited above, I am to inform you that as per para 18 of KVS transfer guidelines amended on 04.12.2008, mutual transfers of teaching and non-teaching staff have to be considered by 31.8.2010 as per the revised time schedule for this year. The application form for mutual transfers have been devised and enclosed herewith (Annexure-A) as well as uploaded on KVS HQ Website and RO Mumbai Website.

You are requested to circulate the instructions among the staff members in the Vidyalaya regarding inviting of applications for mutual transfers in the prescribed format through proper channel.

The duly filled in application form of intra and inter regional mutual transfer, after verification by the Principal concerned must reach to the regional office by 20.08.2010. **It must be kept in mind that the employee/teacher once transferred on mutual basis from one station to the other shall not be eligible for transfer back to the same previous station on mutual transfer. Employees applying under this provision cannot withdraw the request unilaterally.** In case no one has applied for Inter / Intra regional transfer, a Nil report must be sent on 20.08.2010.

No such request received directly or requests that are incomplete will be entertained. The orders for mutual transfers (Intra/Inter) shall be issued by 31.8.2010.

Yours faithfully,

  
(S.K. VERMA)

EDUCATION OFFICER  
FOR ASSISTANT COMMISSIONER

Encl:- As above (Annexure A)

Mmt

# KENDRIYA VIDYALAYA SANGATHAN

Annexure-'A'

## TRANSFER APPLICATION FORM FOR MUTUAL TRANSFER FOR THE YEAR 2010-2011 (UNDER PARA-18 OF KVS TRANSFER GUIDELINES) (Strike out whichever is not applicable)

Whether the request for mutual transfer is **inter regional** or **Intra regional**.

1. Name of applicant : Shri/Smt./Miss \_\_\_\_\_
2. Post & Subject \_\_\_\_\_
3. Name of present K.V. \_\_\_\_\_
4. Date of Birth (DD/MM/YYYY) \_\_\_\_\_
5. Date of joining in present post \_\_\_\_\_
6. Date of joining in present post:-
  - a) In the present vidyalaya \_\_\_\_\_
  - b) In the present station \_\_\_\_\_

7. Details of last transfer/joining at present K.V./Station :-

Transferred		Year of transfer	Ground of Transfer whether Request/Public interest/ Mutual / Admin. Ground/ Direct recruitment/ Promotion or any other ground. (Please indicate specific ground)
From K.V./Station	To K.V./Station (Name of the present KV /Station)		

8. Name/Names of the counter part with whom mutual transfer is sought:-

S. No.	Name and Post	K.V./Station where working	Whether his/her consent obtained if yes attach copy of his/mutual transfer application form duly filled in

9. Any other information if required.

I, Shri/Smt./Kum. \_\_\_\_\_ S/o, W/o, D/o \_\_\_\_\_ do hereby affirm that the information given in Sl. No. 01 to 09 above are correct and I understand that wrong/suppressed information shall render me liable for disciplinary action.

(Signature with date)

### FOR OFFICE USE ONLY

1. Disciplinary case is pending/contemplated/not pending/not contemplated against him/her.
2. The details furnished by the applicant in Sl.01 to 09 of the application form have been verified from service records and found correct.
3. He/she was on leave/absent without pay during the period \_\_\_\_\_ and is still away/not away from duties.
4. Whether the applicant is surplus or not (State Yes/No) \_\_\_\_\_
5. Any other specific point desired to be indicated.

(Signature with date)  
Name & Seal

(To be signed by Principal in case of KV staff & by the Asst. Pr.)