



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.2-1/2022(ATD)-NVS(Estt.II)/Gen/ 10887

February 08, 2022

To

The Deputy Commissioner,
 Navodaya Vidyalaya Samiti,
 All Regional Offices

Subject: Submission of "Priority Certificate" by employee for claiming priority in ensuing Annual Transfer Drive - regarding.

Sir/Madam,

It is to inform that Transfer Policy 2021 has already been circulated to RO and NLIs for onward transmission to employees for information. One of the most important priorities of the NVS Hqrs is to execute the transfer drive in utmost transparent manner. Following are two important factors that always draw attention in the entire process of transfer drive:

1. **Claim of Priority for seeking status of "Protected Deemed".**
2. **Claim of Priority for seeking transfer on priority.**

Further, there have been several instances in previous transfer drives when:

1. Employees have claimed that they could not submit Priority certificate on time.
2. Noticeable complaints were received in NVS Hqrs regarding wrong display of "Protected-Deemed" status on transfer portal.
3. Complaints were also received regarding transfer claimed on distorted and/or illegitimate priority grounds.
4. At few instances, the cancellation was requested based on claim of employee regarding his/her priority grounds even after display of transfer list or even release of transfer orders.
5. Many employees, declared "Deemed" on transfer portal, claimed protection by producing priority certificate after getting displaced.

This attracts our attention on following facts as under:

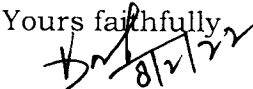
- a. The Principal / in-charge fails to inform employee for submission of priority certificate on time.
- b. Many employees despite being well informed have casual approach in claiming priority.
- c. The employees claiming priority specially on "**Spouse**" or "**Single lady**" even produce old / partial / improper format.
- d. The employees claiming priority specially on "**Medical**" even produce certificate in partial / improper format which lack countersignature as required.
- e. Many Principals reject the claim of priority of employees without informing them about the changed status.

This has raised the concern of the competent authority as such errors, due to casual approach at any level, always tends to hamper the very purpose of automation as well as the transparency in transfer system. As the pre-launch activity and updating of portal is underway, following needs to be done at employees / vidyalayas / ROs level, well before launch of Annual Transfer Drive 2022.

1. Every employee should go through the transfer provisions contained in the Transfer policy 2021 which is already circulated to all JNVs through RO. The same document is available on NVS website and transfer portal too.
2. **Mandatory provision has been made in vacancy module of ATD 2022 to mention PIS ID if the status of vacancy is declared Deemed or Protected Deemed.** All employees must possess their correct PIS ID (Shaladarpan). Any employee who has not got his PIS ID, must get registered and validated on PIS website. Without PIS ID, no one will get registered on transfer portal. Therefore, besides employee him/herself, it will be responsibility of the **Principal** and the **Office Superintendent** (senior office staff, in absence of OS) of the JNVs to ensure that every employee of the JNV has got registered in ShalaDarpan and updated all information of PIS Module.
3. All employees whose status is covered under priority category(ies) must obtain his/her priority certificate(s) in the prescribed format and submit it to the Principal / In-charge latest by 17.02.2022. Certificate of Spouse / Single Lady must be the latest one and in prescribed proforma. Medical certificate should be in the prescribed proforma (as annexed in the transfer policy 2021). Merely producing certificate does not entitle any employee to avail priority as it is subjected to fulfilling all prescribed parameters of the guidelines as referred in Transfer policy 2021.
4. The **Principal** and the **Office Superintendent** (senior office staff, in absence of OS) of the JNVs will be the authority to validate the priority certificate against all prescribed parameters (issuing department / exactness of the prescribed format / date of issue / signature of competent authority / validity of the certificate / relevant entries made in the service book). Therefore, the **Principal** and the **Office Superintendent** (senior office staff, in absence of OS) of the JNVs should go through every clause of the transfer policy 2021 prior to rejecting / accepting any priority certificate.
5. **Mandatory provision has been made in vacancy module of ATD 2022 to upload the relevant priority certificate(s) at the time of declaring status of any vacancy under "Protected Deemed".** Therefore, Principal must inform the employees in written about his/her certificate, if liable to be rejected.
6. The **Principal** and the **Office Superintendent** (senior office staff, in absence of OS) of the JNVs should also be aware of all the parameters for declaring a post of a station as "**Deemed**" or "**Protected Deemed**".

You are requested to inform all principals / employees of your region for compliance accordingly.

This issues with approval of the competent authority.

Yours faithfully


[Vikram Joshi]

Deputy Commissioner [Pers.]

Copy to:

1. Assistant Commissioner (IT), NVS Hqrs, Noida – to upload a copy of the letter on NVS website for information to all Principals/Office Superintendents/employees of NVS.
2. Deputy Commissioner, All NLIs – for information please.
3. PA to Commissioner, NVS Hqrs, Noida – for kind information please.
4. PA to Joint Commissioner (Pers.), NVS Hqrs, Noida – for kind information please.