



**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 Buddha Nagar,  
Uttar Pradesh – 201 309

No.F.2-1/2025/ATD-NVS(Estt.II)/ 5490

April 28, 2025

To

The Deputy Commissioner,  
Navodaya Vidyalaya Samiti,  
DC(Admin) NVS HQ / All Regional Offices & NLIs.

**Subject: Guidelines for operationalizing relieving/joining of employees-on-transfer under ATD 2026 - reg.**

Reference: Final Transfer List of ATD 2026 dated 17.04.2026 (available on website)  
Sir/Madam,

This is with reference to the "Final Transfer List of ATD-2026" available on the Transfer Portal and NVS website. In view of the ensuing vacation schedule of JNVs, the following instructions are issued for smooth relieving and joining of employees under transfer:

1. Employees under transfer who have not submitted any representation shall be relieved in the afternoon of 30.04.2026, subject to issuance of formal transfer/relieving orders by NVS Hqrs. They shall report to their allotted stations accordingly.
2. In respect of employees who have submitted representations, relieving orders shall be issued after disposal of their cases. However, such employees shall not be restricted from proceeding on vacation due to pendency of their representations, if they wish to avail vacancy.
3. Employees who are on vacation (away from headquarters) may, on request, be relieved through official email. They may join the new station during or after vacation. The Principal at receiving end shall permit joining upon reporting.
4. Joining may be allowed against anticipated vacancies due to retirement, even if the incumbent continues up to the date of retirement.
5. In cases where Model Code of Conduct (of general electoral election) is in force, relieving shall be effected only after due compliance with the applicable restrictions.
6. Operation of relieving / joining shall be kept on hold in the cases where matter of transfer is subjudice before any Hon'ble Court of Law with interim relief/specific instruction. Further action may be taken with the approval of the NVS Hqrs.
7. Principals/Vice Principals (as I/c Principals), if under transfer, shall ensure relieving of all staff before their own relieving.
8. Teaching employees (vacational staff) should report to the new place of posting as per schedule of summer vacation of the reported region.

9. Employees transferred to Chandigarh Region shall report for duty immediately after relieving, subject to specific vacancies arising due to retirement during May/June 2026.
10. Unavailed period of Summer Vacation due to inter-region transfer may be credited as proportionate Earned Leave (EL) as per norms, to the eligible employee, at the end of the academic session. Please refer to letter. 2-1/2025/ATD-NVS(Estt.II)/4502 dated 26.11.2025 for clarification in this regard.
11. Excess of Summer vacation period availed by an employee, due to inter-region in an academic session due to inter-region transfer may be adjusted through retention of the concerned employee during breaks (Autumn/Winter) on need basis.
12. Transfer TA shall be admissible, wherever applicable, strictly as per provisions contained in para 7 (a to g) of NVS Transfer Policy-2021.

It is, therefore, requested to disseminate these instructions to all concerned and ensure compliance.

This issues with the approval of the Competent Authority.

Yours faithfully,

  
[Gireesh Kumar]

Deputy Commissioner [Pers.]

**Copy to:**

- ✓ **The Principal, All JNVs** – for compliance as per the directions from the Deputy Commissioner of the concerned Region.
- ✓ **The PA to Commissioner, NVS HQ, Noida** – for kind information to the Commissioner, NVS please.
- ✓ **The PA to Joint Commissioner (Pers.), NVS HQ, Noida** – for kind information to the Joint Commissioner (Pers.), NVS please.
- ✓ **The PA to Joint Commissioner (Admin.), NVS HQ, Noida** – for kind information to the Joint Commissioner (Admin.), NVS please.
- ✓ **The PA to Joint Commissioner (Acad.), NVS HQ, Noida** – for kind information to the Joint Commissioner (Acad.), NVS please.
- ✓ **The Deputy Commissioner (Admin.), NVS HQ, Noida** – for kind information to the Joint Commissioner (Pers.), NVS please.
- ✓ **The Astd. Commissioner, IT Cell, NVS HQ, Noida** – for uploading the notice on Website ([www.navodaya.gov.in](http://www.navodaya.gov.in)).
- ✓ **The Sh Dheeraj, JSA (Estt.II), NVS HQ, Noida** – for uploading the notice on NVS Transfer Portal ([www.nvsemployeeportal.org](http://www.nvsemployeeportal.org)).
- ✓ **Guard File.**