

केन्द्रीय विद्यालय संगठन
तिनसुकिया संभाग
ऑइल केम्पस, दुलियाजान
दूरभाष::0374-2800031, फैक्स:28000919
वेबसाइट: www.kvsrotinsukia.org



KENDRIYA VIDYALAYA SANGATHAN
TINSUKIA REGION
OIL CAMPUS KV DULIAJAN
P.O: DULIAJAN-786602
Tel::0374-2800031, Fax No.28000919,
Website: www.kvsrotinsukia.org

F.42048/2014-15/KVS(TSK)/Admn./

Date: 08.05.2015

E-mail only

The Principal
All Kendriya Vidyalayas
Under Tinsukia Region.

Sub: - Uploading of Annual Request Transfer Application-2015 details on KVS, RO, Tinsukia website – reg.

Madam/Sir,

With reference to KVS (HQ) letter No. F.1-1/2015/KVS HQ (Estt-II) dated 06.0.4.2015 and calendar of activities therein; the data related to Annual Request Transfer applications of employees under KVS, Tinsukia Region is being uploaded on the Regional Office website www.kvsrotinsukia.org and will be available for viewing w.e.f. 08.05.2015.

In this context, you are directed to inform the teaching/non-teaching staff of the said uploading for verification. Further, you are also directed to ensure that:-

- The details of transfer application of the employees is personally seen and verified by each employee and acknowledged.
- Discrepancies/modification, if any, in any part of the transfer application forms, to be communicated to this office, through proper channel, by E.mail scanned copy only, **within 7 days from the date of its uploading on KVS (RO) website up to 14.05.2015, in the format given below:-**

Sl No.	Name of the employee & designation	Transfer application Form No	Details of Modification (s)	
			As given in the website	To be corrected as

- Representations received thereafter will not be entertained in any case.
- All representations should be titled "Representation on Annual Request Transfer Application Form-2015 (Followed by name of KV)".

The ibid process being time bound, needs personal attention by the employees and the Principal, as well. The Principal concerned will be fully responsible for the correctness of the representation raised.

The above is for strict compliance.

Yours faithfully,

(Signature)
(Ajay Pant)

Deputy Commissioner

Copy for information to:

1. All the Assistant Commissioners, KVS (RO), Tinsukia.
2. The Admn. Officer, KVS (RO), Tinsukia.
3. All employees of KVS (RO), Tinsukia..