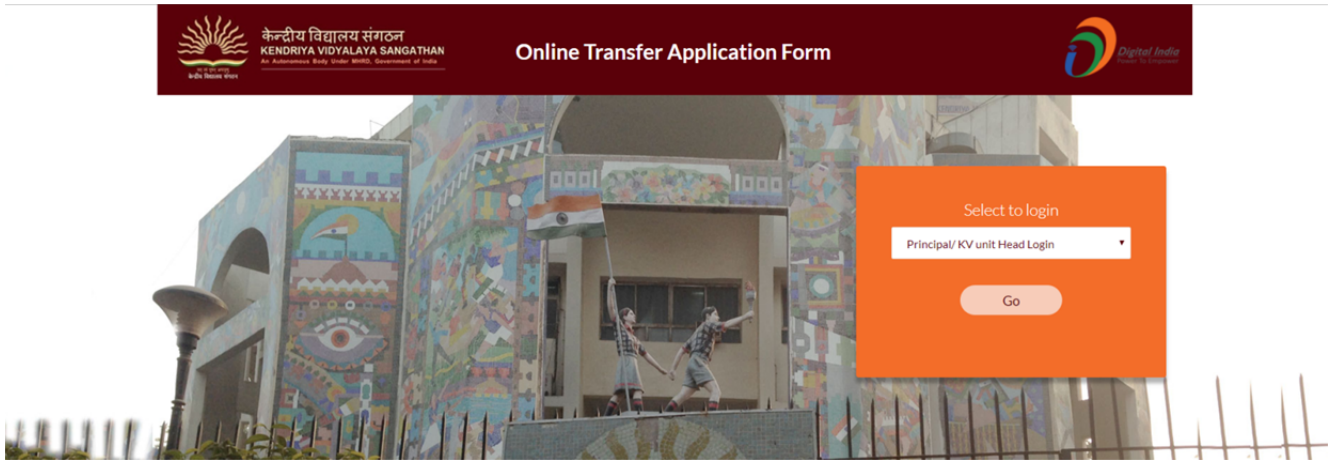# KVS Online Transfer Application 2018

Principal Manual

How to register to the Online Transfer Application Portal

1. Open a browser window of Chrome or Mozilla Firefox or Vivaldi. If you do not have any of these browsers, please download and install the latest version. Type the url as given below to open the home page of the online transfer application.
   www.

2. Select "Principal / KV Unit Head Login" from the drop down and click "Go"

3. On the login screen, click on the "Register" button to register yourself on the Transfer Application Portal
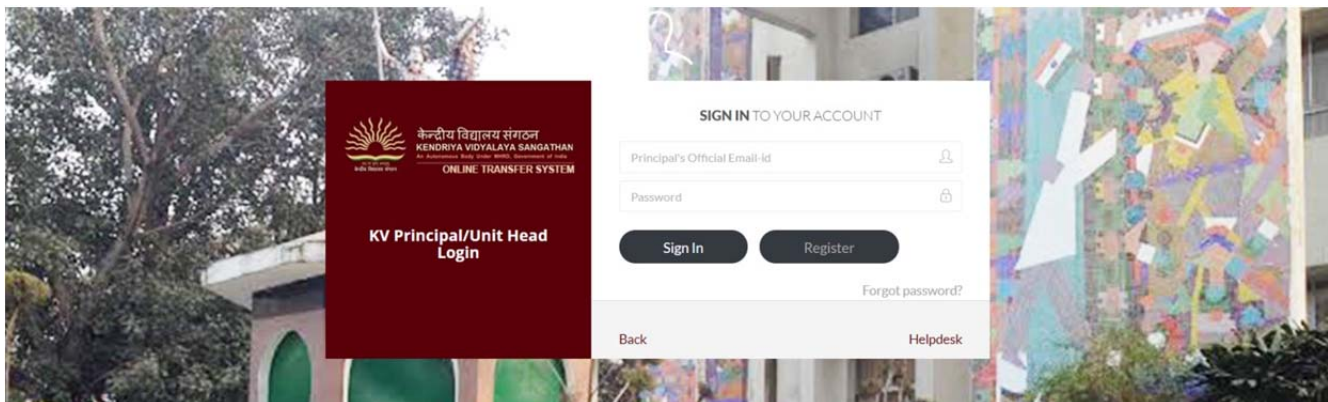

4. On the registration screen, please fill out all the details and click "Signin"
   Please ensure correctness of all the information provided on this screen, as any mistake will create further complication for your and all employees in your vidyalaya.
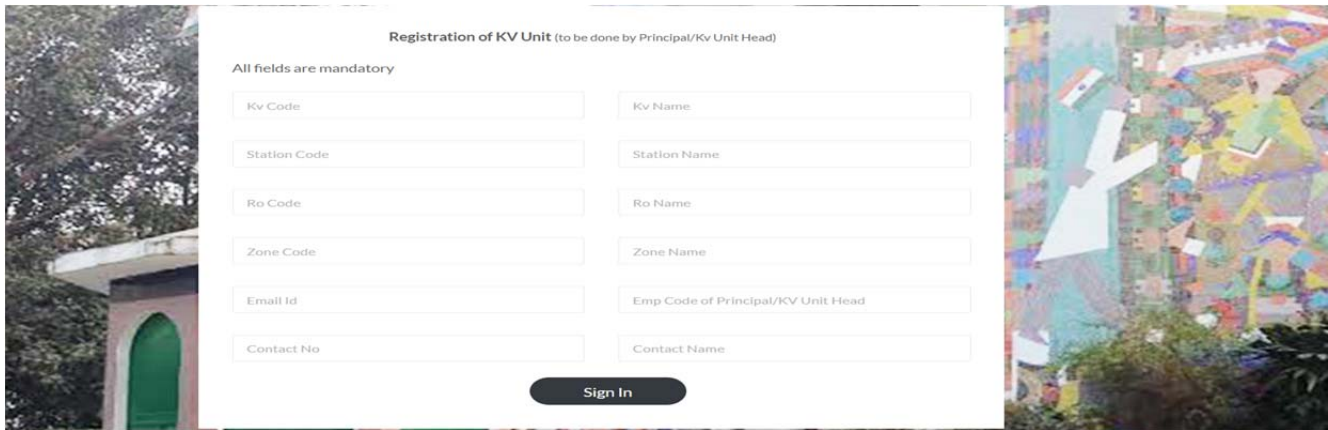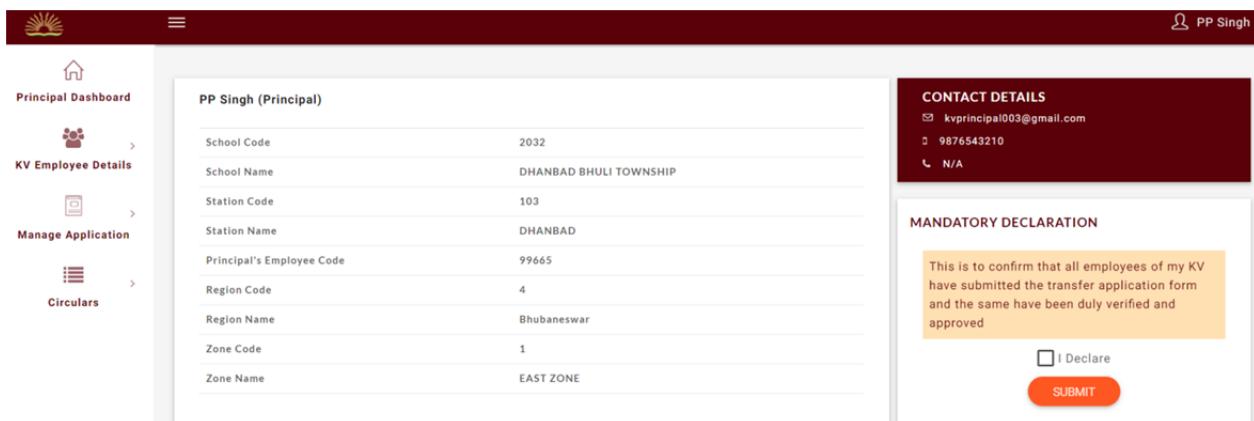
5. Clicking on "sign in" will take you to the login screen. The password will be auto-generated and sent to your email provided on the registration screen.

   Type in your email ID and password and click "Sign in" to login to the portal.
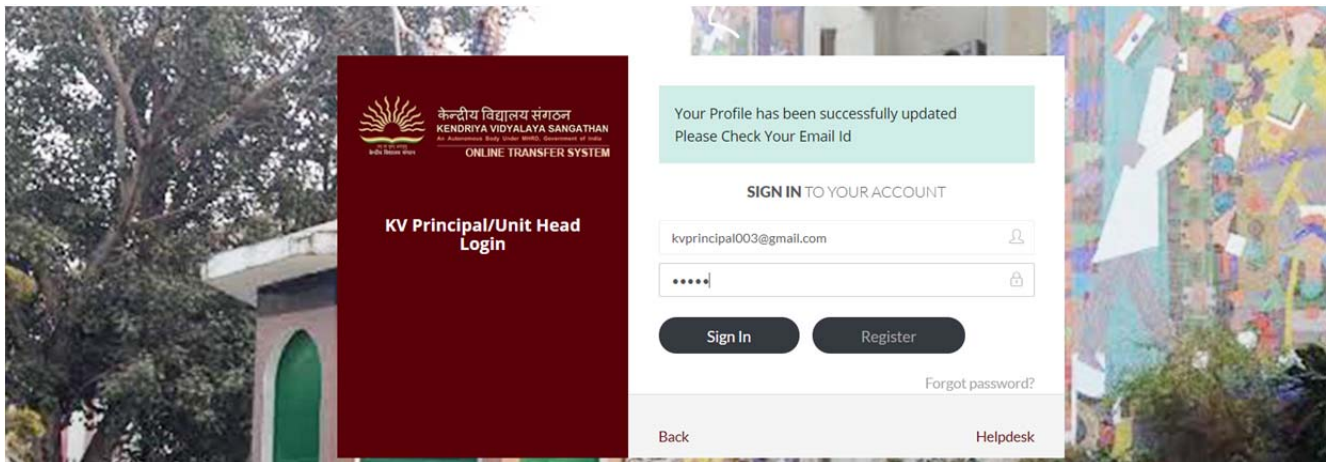
6. Logging in will show the Principal Dashboard with all the relevant information and your name at the top right hand corner.

# How to register employees to the Online Transfer Application

Portal and generate their user credentials

1. Click "KV Employee Details" and then "Add Employee" on the left hand side panel
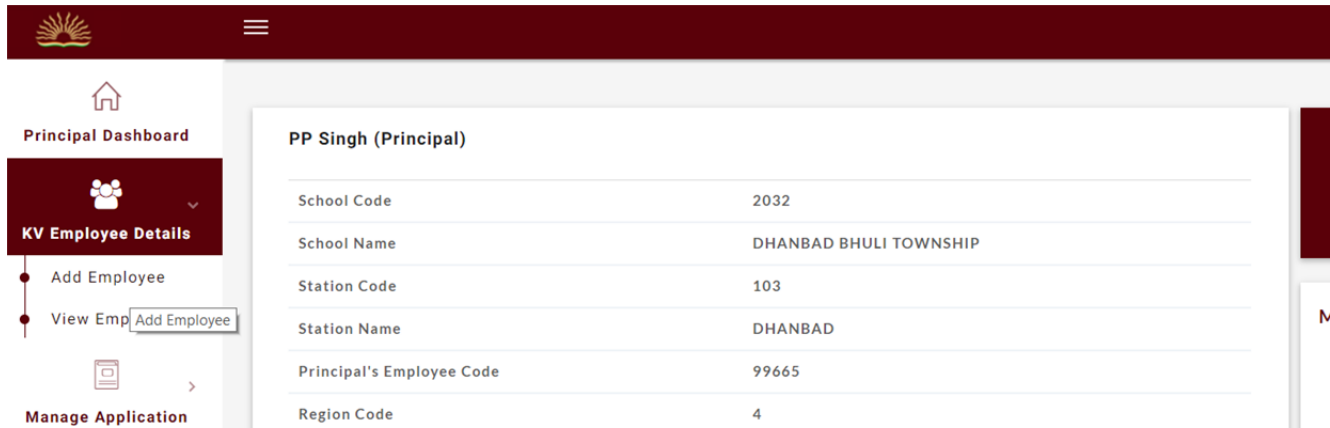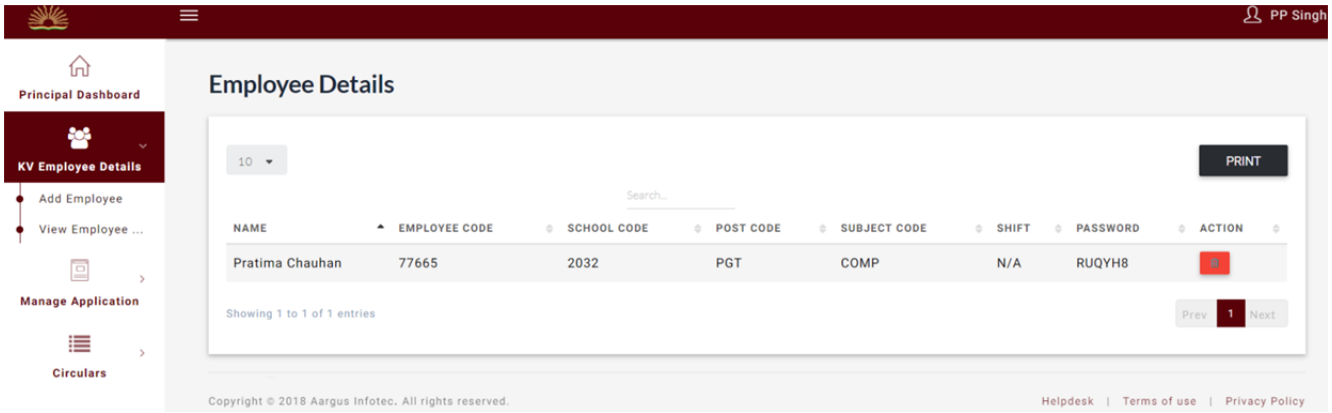

2. On the Add Employee screen type in the employee code and employee name fields.
   Select the Post and subject codes from the drop down list. Please note that the list of subjects is dependent on the post code.
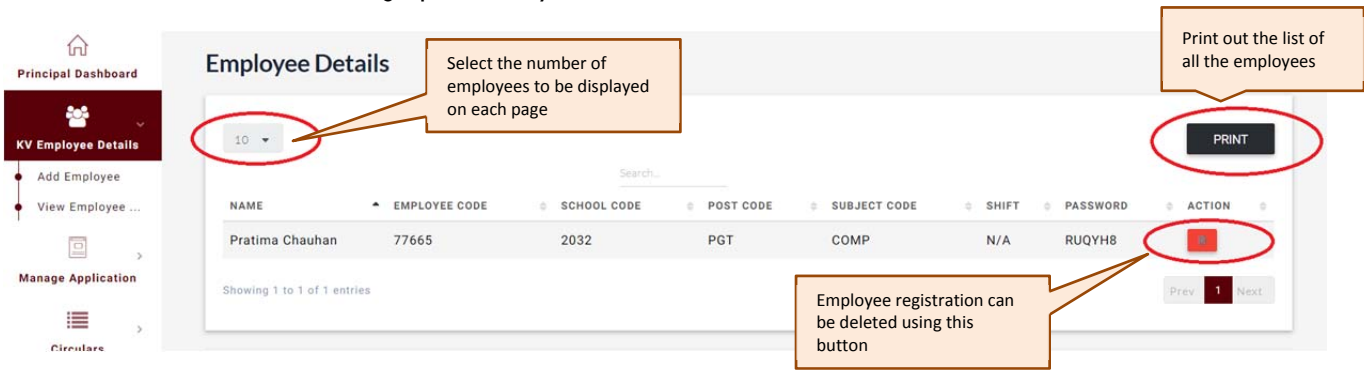   Fill out the correct email ID of the employee and the password / confirm password fields. Please note that the password can either be auto-generated or keyed in manually.

   Click "Add Employee" button to register the employee.
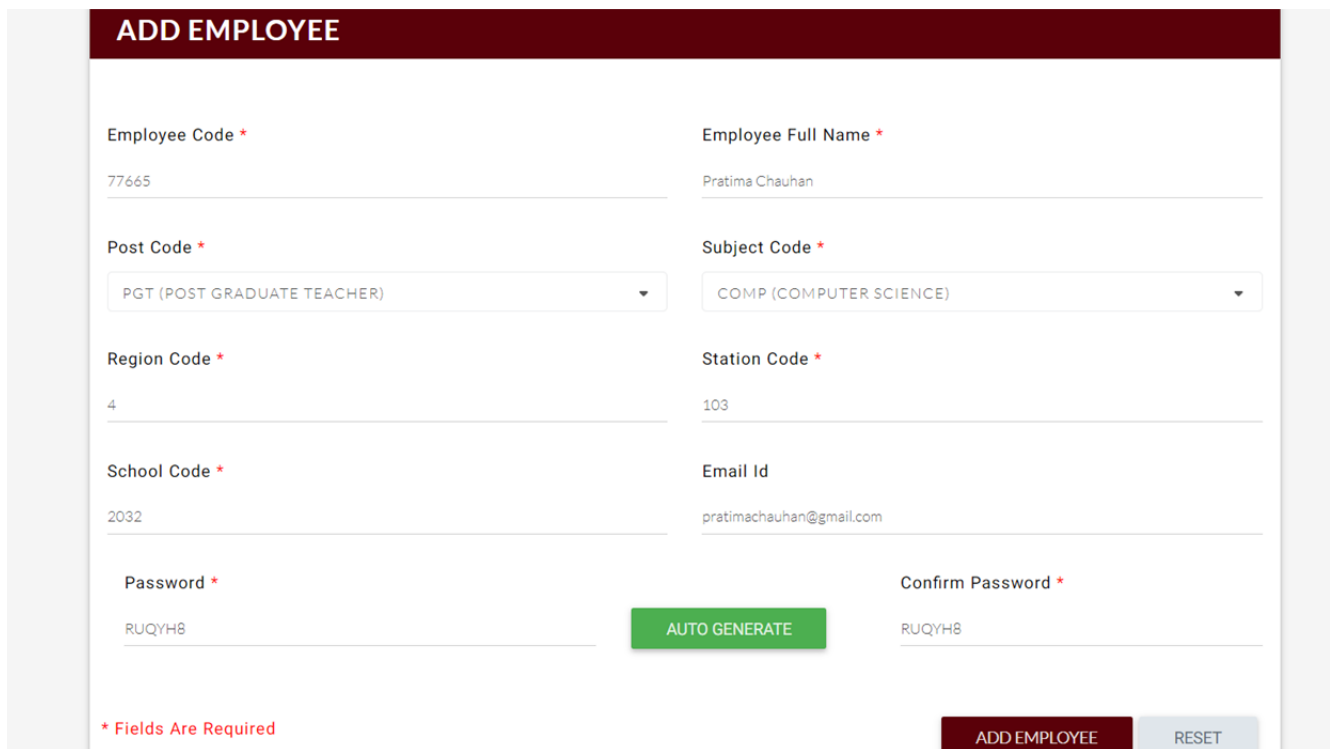
3. Once the employee is registered, you can click the "View Employee" option under "KV Employee Details" on the left hand panel, to view all the employees that have been registered.

4. You can use the following options for your convenience

Select the number of employees to be displayed on each page

Print out the list of all the employees

Employee registration can be deleted using this button

Manage Applications: View All Forms

On the left hand side panel, click "Manage Application" and click "View All Forms"

This section displays all the forms that have been submitted by the employees and their status (approved / pending approval).

Manage Applications: Pending Submission

On the left hand side panel, click "Manage Application" and click "Pending Submission"

This section shows the list of employees who are yet to submit the form.

Manage Applications: Approved Forms

This section shows the list of all the employees whose applications have been approved. You can click on the "View" option to view the submitted and approved form.

Approved Forms table with "Click on the 'View' option to view the submitted & approved form" callout.

Manage Applications: Approval Pending

This section shows the list of all the employees who have submitted their forms, but have not been approved yet.

1. You have the option to edit & update the submitted form. Click on "Action" button and choose "Edit & Update". This action will open the form in an editable format.

2. Edit & Update the form as necessary and click on "Update" to save and submit the updated form.

3. Click "View & Approve" option to approve the application

4. Scroll down to the bottom and click "Approve Form" to approve the submitted form

Note:
In Part D, after the "Declaration by Employee", a similar "Declaration by Principal", with the following verbiage, will be available, for which the check-box need to be checked by the Principal, before clicking the "Approve Form" button.
Declaration:
THIS IS TO CERTIFY THAT I HAVE PERSONALLY CHECKED THE INFORMATION FROM THE OFFICE RECORDS GIVEN BY THE EMPLOYEE IN THIS TRANSFER APPLICATION FORM PART A TO PART D AND FOUND CORRECT. NECESSARY CORRECTIONS HAVE BEEN DONE BY ME WHEREVER IT WAS ABSOLUTELY REQUIRED AS PER THE RECORDS AND TRANSFER GUIDELINES. EMPLOYEE HAS SUBMITTED NECESSARY DOCUMENTS REGARDING WORKING OF SPOUSE / MEDICAL CERTIFICATE / SEEKING EXEMPTION FOR CHILD STUDYING IN CLASS 10TH / 12TH / CERTIFICATE OF DISABILITY OF DEPENDENT CHILD ETC.

5. Clicking on "Approve Form" will ask for confirmation "Yes / No". Click "Yes" to approve the form.