

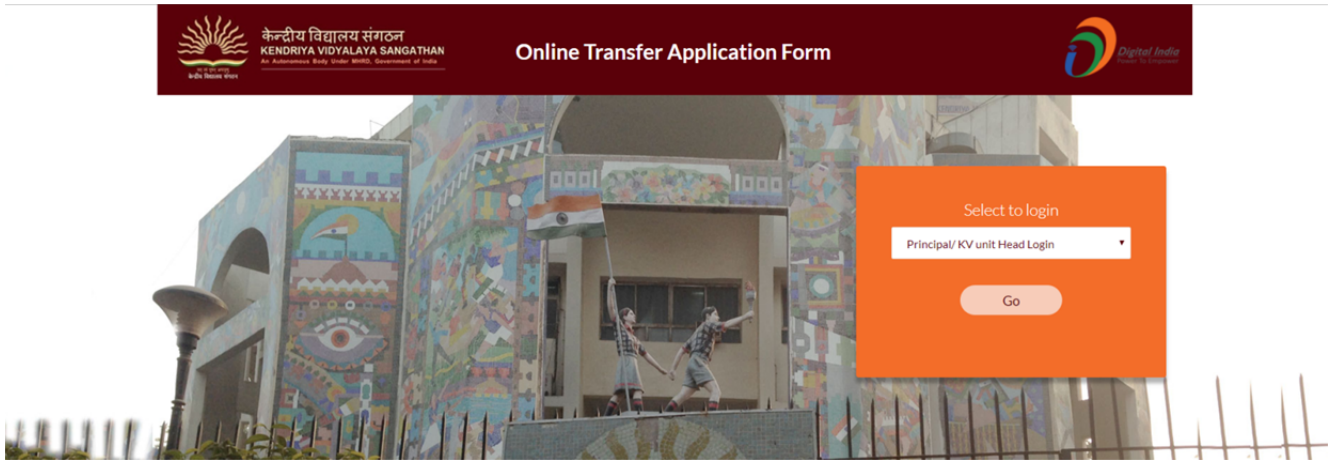


# KVS Online Transfer Application 2018

Principal Manual

# How to register to the Online Transfer Application Portal

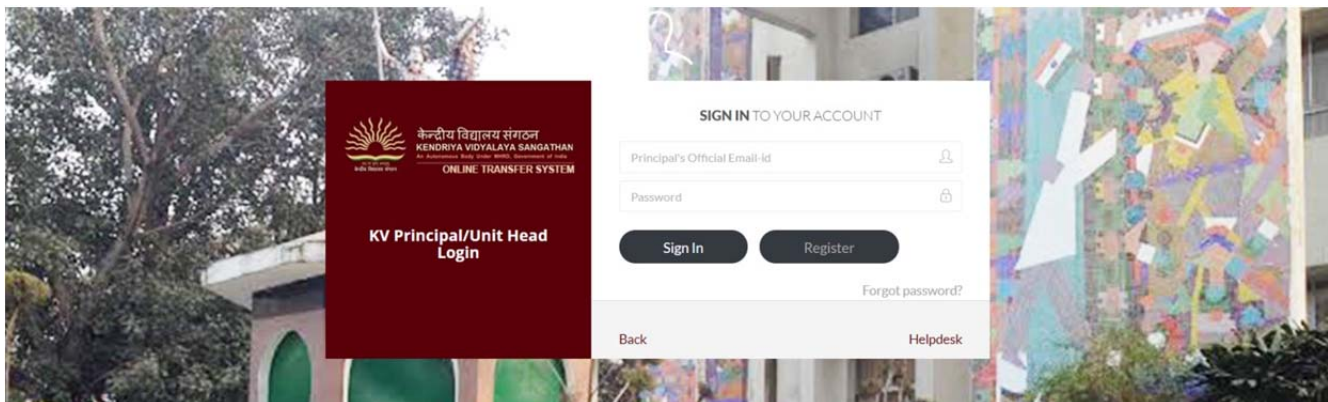
1. Open a browser window of Chrome or Mozilla Firefox or Vivaldi. If you do not have any of these browsers, please download and install the latest version. Type the url as given below to open the home page of the online transfer application.  
www.



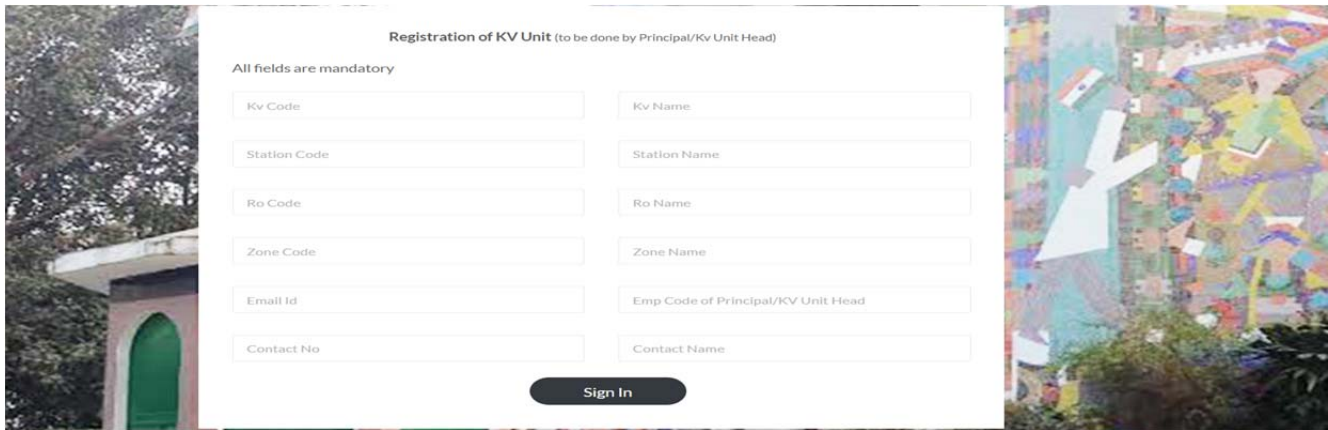
2. Select "Principal / KV Unit Head Login" from the drop down and click "Go"



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

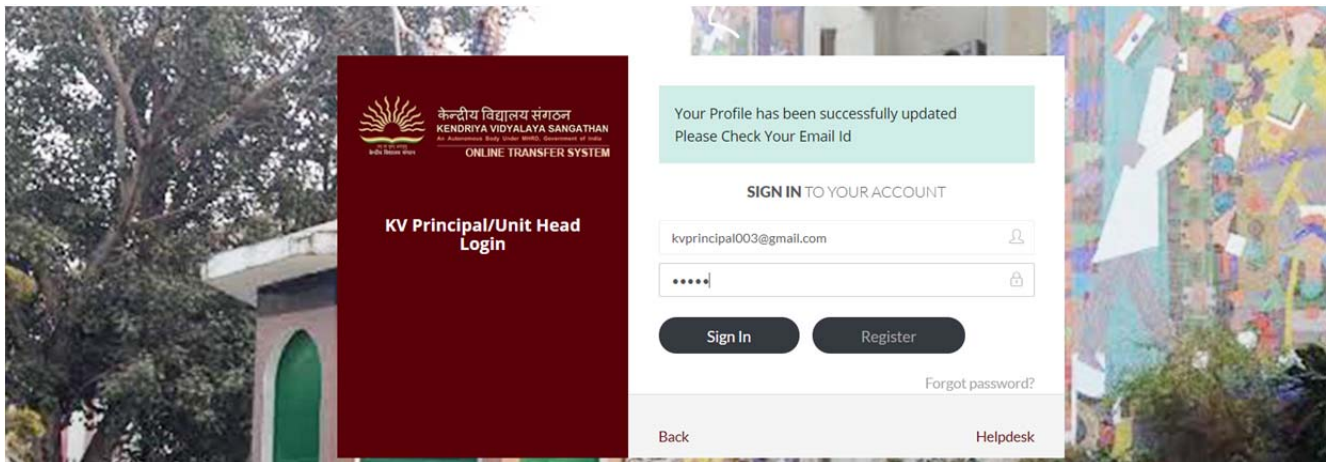


4. On the registration screen, please fill out all the details and click "Signin"  
**Please ensure correctness of all the information provided on this screen, as any mistake will create further complication for your and all employees in your vidyalaya.**

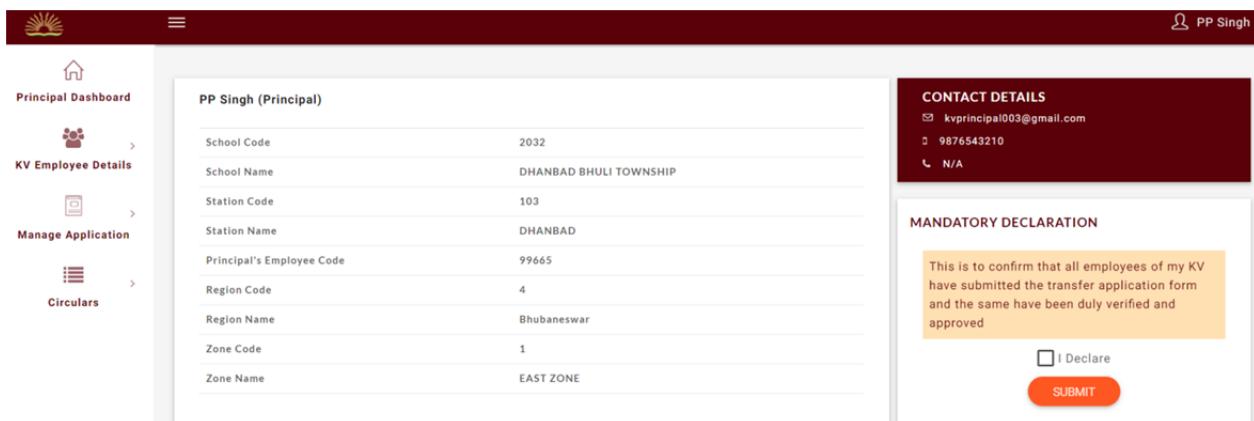


5. Clicking on “sign in” will take you to the login screen. The password will be auto-generated and sent to your email provided on the registration screen.

Type in your email ID and password and click “Sign in” to login to the portal.



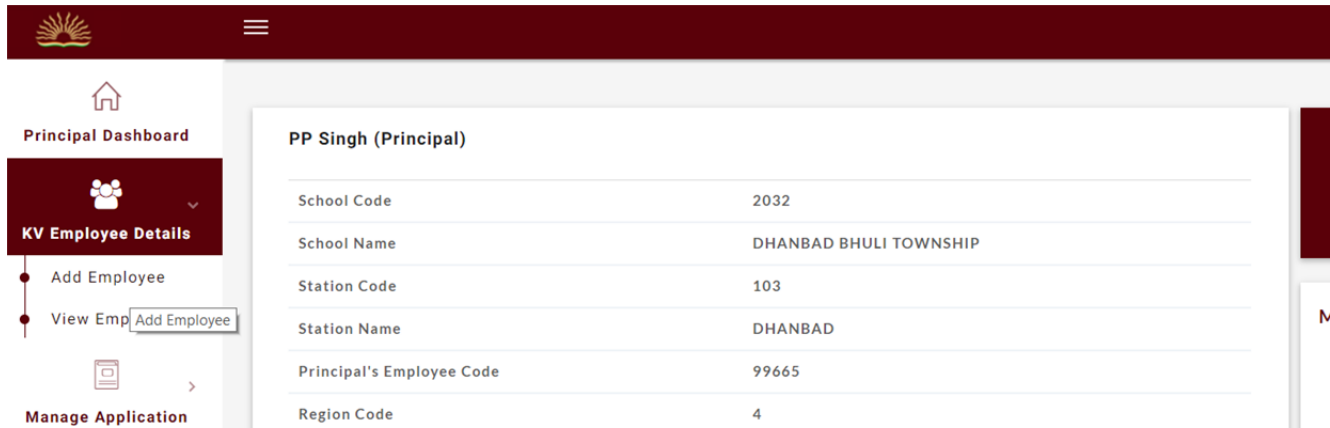
6. Logging in will show the Principal Dashboard with all the relevant information and your name at the top right hand corner.



## How to register employees to the Online Transfer Application

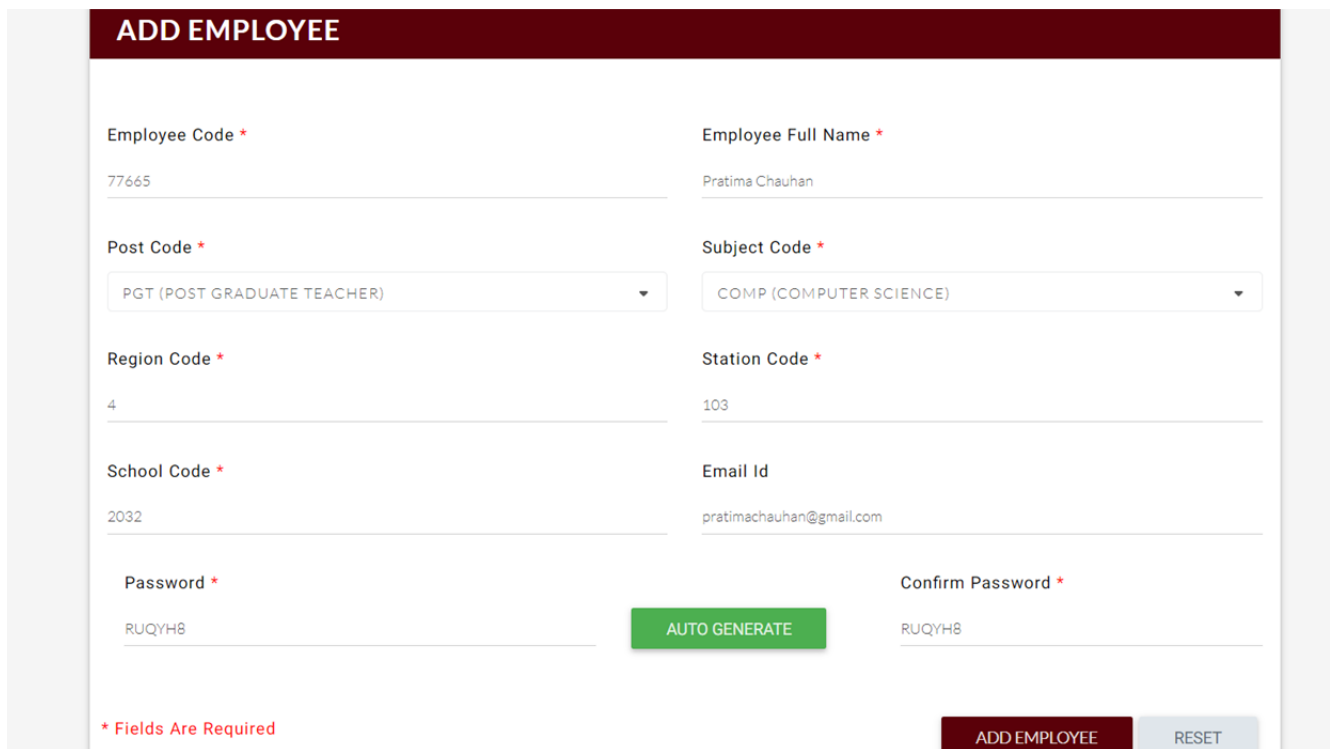
# Portal and generate their user credentials

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

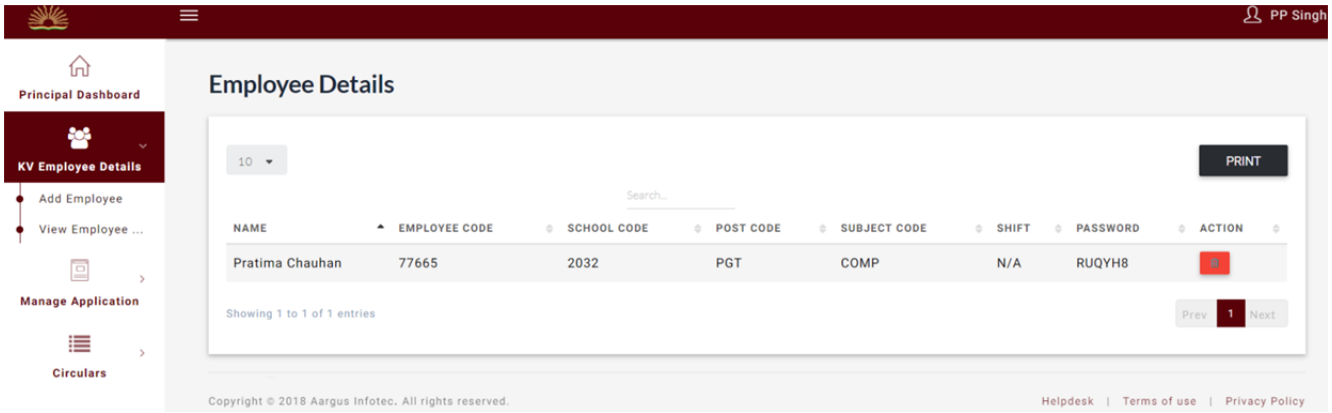


2. On the Add Employee screen type in the employee code and employee name fields. Select the Post and subject codes from the drop down list. Please note that the list of subjects is dependent on the post code. Fill out the correct email ID of the employee and the password / confirm password fields. Please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

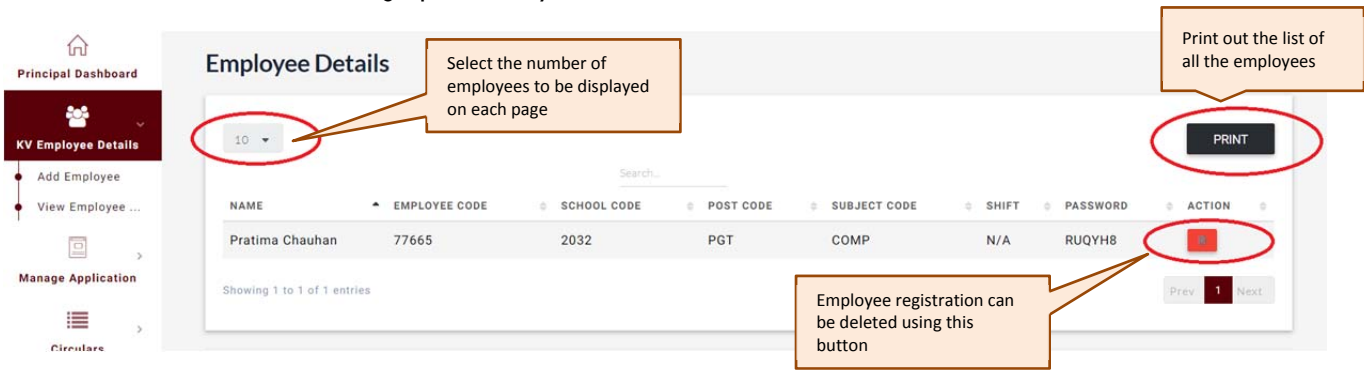
Click “Add Employee” button to register the employee.



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



## 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).

APPLICATION NO	NAME	EMPLOYEE CODE	SCHOOL CODE	POST CODE	SUBJECT CODE	SHIFT	SUBMISSION DATE	STATUS
14031035	Ravi Kumar	14031035	1403	ASO	ASST	1	May 4th, 2018	✓ PENDING
14031034	Regi Jhon	14031034	1403	ASO	ASST	1	May 4th, 2018	✓ PENDING
14031029	Naveen	14031029	1403	ASO	ASST	1	May 4th, 2018	✓ PENDING
14031023	Suffla Raina	14031023	1403	ASO	ASST	1	May 3rd, 2018	✓ PENDING
14031021	Basant Kumar Gupta	14031021	1403	ASO	ASST	1	May 4th, 2018	✓ PENDING
14031020	Ambrish Kumar Agarwal	14031020	1403	ASO	ASST	2	May 3rd, 2018	✓ PENDING
14031084	Shyam Singh	22228	1403	PGT	BIOL	1	May 5th, 2018	✓ APPROVED
14031086	Rukmini Pradhan	987654	1403	PGT	CHEM	2	May 7th, 2018	✓ PENDING

## 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.

APPLICATION NO	NAME	EMPLOYEE CODE	SCHOOL CODE	POST CODE	SUBJECT CODE	SHIFT	ADDED DATE
140334479	mohit kumar	7837	1403	PGT	CHEM	N/A	Apr 12th, 2018
14031008	rabi kumar	14031008	1403	HDL	HITR	1	May 2nd, 2018
14031010	Shantanu Sarkar	14031010	1403	YOG	YOGA	1	May 3rd, 2018
14031012	Kunj Bihari	14031012	1403	ASO	ASST	N/A	May 3rd, 2018
14031013	Rathin Dev	14031013	1403	HDL	HITR	N/A	May 3rd, 2018
14031028	Shyam Kishor Singh	14031028	1403	ASO	ASST	N/A	May 3rd, 2018
14031030	Guni Ram	14031030	1403	ASO	ASST	1	May 4th, 2018
14031039	Anant	14031039	1403	ASO	ASST	N/A	May 5th, 2018
14031040	demo	14031040	1403	ASO	ASST	N/A	May 5th, 2018
14031041	kishor	14031041	1403	HDL	HITR	N/A	May 5th, 2018

## 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.



Principal Dashboard

KV Employee Details

Manage Application

- View All forms
- Pending Submi...
- Approved Forms
- Approval Pending

### Approved Forms

APPLICATION NO	NAME	EMPLOYEE CODE	SCHOOL CODE	POST CODE	SUBJECT CODE	SHIFT	SUBMISSION DATE	
14031021	Basant Kumar Gupta	14031021	1403	ASO	ASST	1	May 4th, 2018	<a href="#">View</a>
14031084	Shyam Singh	22228	1403	PGT	BIOL	1	May 5th, 2018	<a href="#">View</a>

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Click on the "View" option to view the submitted & approved form

## Manage Applications: Approval Pending

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

Principal Dashboard

KV Employee Details

Manage Application

Circulars

### Approval Pending

APPLICATION NO	NAME	EMPLOYEE CODE	SCHOOL CODE	POST CODE	SUBJECT CODE	SHIFT	SUBMISSION DATE	STATUS
14031023	Suffia Raina	14031023	1403	ASO	ASST	1	May 3rd, 2018	<a href="#">ACTION</a>
14031034	Regi Jhon	14031034	1403	ASO	ASST	1	May 4th, 2018	<a href="#">ACTION</a>
14031020	Ambrish Kumar Agarwal	14031020	1403	ASO	ASST	2	May 3rd, 2018	<a href="#">ACTION</a>
14031035	Ravi Kumar	14031035	1403	ASO	ASST	1	May 4th, 2018	<a href="#">ACTION</a>

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.

Principal Dashboard

KV Employee Details

Manage Application

Circulars

### Approval Pending

APPLICATION NO	NAME	EMPLOYEE CODE	SCHOOL CODE	POST CODE	SUBJECT CODE	SHIFT	SUBMISSION DATE	STATUS
14031023	Suffia Raina	14031023	1403	ASO	ASST	1	May 3rd, 2018	<a href="#">ACTION</a>
14031034	Regi Jhon	14031034	1403	ASO	ASST	1	May 4th, 2018	<a href="#">ACTION</a>

View & Approve  
Edit & Update

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

Manage Application

Circulars

2. Whether the employee is seeking benefit on medical ground(MDG Ground)

Yes  No

Declaration by Employee.

I hereby undertake that information given by me, as above is absolutely correct and true as per my knowledge and belief. If later on, any thing is found misleading/wrong then my application is liable to be rejected by KVS and I shall be opened for any disciplinary action as deemed fit against me for giving misleading information.

UPDATE

3. Click “View & Approve” option to approve the application

The screenshot shows a web interface with a sidebar on the left containing navigation links: 'Principal Dashboard', 'KV Employee Details', 'Manage Application', and 'Circulars'. The main content area is titled 'Approval Pending' and contains a table with the following data:

APPLICATION NO	NAME	EMPLOYEE CODE	SCHOOL CODE	POST CODE	SUBJECT CODE	SHIFT	SUBMISSION DATE	STATUS
14031023	Suffla Raina	14031023	1403	ASO	ASST	1	May 3rd, 2018	ACTION
14031034	Regi Jhon	14031034	1403	ASO	ASST	1	May 4th, 2018	ACTION

The 'ACTION' dropdown menu for the first row is open, showing options for 'View & Approve' and 'Edit & Update'.

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

**PART D : DECLARATIONS**

1. Whether the employee is seeking benefit of spouse who is working at the same station or within the distance of 100 km where employee is posted/transfer is being sought for. No

2. Whether the employee is seeking benefit on medical ground(MDG Ground) No

Declaration by Employee.

I hereby undertake that information given by me, as above is absolutely correct and true as per my knowledge and belief. If later on, any thing is found misleading/wrong then my application is liable to be rejected by KVS and I shall be opened for any disciplinary action as deemed fit against me for giving misleading information.

Declaration by Principal.

**APPROVE 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 10<sup>TH</sup> / 12<sup>TH</sup> / CERTIFICATE OF DISABILITY OF DEPENDENT CHILD ETC.

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

The screenshot shows a confirmation dialog box with the following content:

11. For employee having a differently abled dependent child as per DOP&T Norms. (Para 11(e) of Transfer Guidelines). In case you don't get transfer as per your choice(s) in part A of the form, would you like your transfer to another class A or B city to facilitate the treatment of your child. If yes, please indicate two such stations.

TRANSFER COUNT(TOTAL OF 12(1) TO 12 (10) EXCEPT 12(11)) 18

**PART D : DECLARATIONS**

1. Whether the employee is seeking benefit of spouse who is working at the same station or within the distance of 100 km where employee is posted/transfer is being sought for. No

2. Whether the employee is seeking benefit on medical ground(MDG Ground) No

Are you sure you want to approve this form?

**YES**

NO