



NAVODAYA VIDYALAYA SAMITI
(An Autonomous Organization under Ministry of HRD)
Department of School Education and Literacy),
Government of India
B-15, Institutional Area, Sector-62,
Noida, District GautamBudh Nagar,
Uttar Pradesh – 201 309

No.F.2-1/2022(ATD)-NVS(Estt.II)/18088

November 04, 2022

IMPORTANT NOTICE**Updating of Employee Details / Priority Certificates on Transfer Portal**

Despite clear instructions from NVS Hqrs regarding mandatory submission of profile/biodata on transfer portal, it has been noticed that all many employees did not fill the same on the portal during Annual Transfer Drive in previous years. Even in ATD 2022, it was observed that around 500 employees did not submit their biodata online. This has been, on one hand, a lapse on the part of such employees while on the other hand it has been observed as an administrative failure of the Principal / In-charges with regard to non-submission of biodata and priority certificates of employees of their JNVs. In view of overcoming this issue, it has been decided to make the portal live so as to collect/update the employee's bio-data (Part-01) online well before starting Annual Transfer Drive 2023.

Accordingly it is for information to all concerned that the employee login of transfer portal will be enabled on 04.11.2022 (3.00 pm) for all employees as per schedule appended below. Barring court cases with stay orders, it is assumed that the employees on transfer in ATD 2022 have joined their allotted stations without fail, unless accorded extension otherwise. Therefore, all the employees are requested to update their biodata, service records and priority details on portal without fail. The Regional Offices and the Principals must keep their employees (on individual basis) aware of this online activities so as to ensure that all employees of the JNV should fill and/or update their records properly. Non-submission of biodata will be viewed very seriously. Non-disclosure of any priority details now, will have no consideration in future.

It is also to inform that Transfer Request (Part-02) is kept locked. Information regarding guidelines and launch of ATD 2023 will be circulated in future. All concerned are requested to visit the transfer portal and do the needful as aforementioned. Following window period may kindly be noted in context of executing online activities. No separate window period will be given for arranging latest priority certificates for uploading on the portal.

S.No	Proposed Activities	Proposed Time Schedule
1	Opening of Application Module (Part – 01)	04.11.2022
2	Closing of Application Module (Part-01) <i>Note: Keeping ongoing posting/joining of newly promoted / recruited employees, a longer window period is provided.</i>	30.12.2022

This issues with approval of the competent authority.

Yours faithfully,



[Vikram Joshi]
Deputy Commissioner [Pers.]

Copy to:

- **The Deputy Commissioner**, All ROs– for information and onward intimation to all concerned.
- **The Principal, concerned JNVs** – for information and circulation to all individual employee.
- **The PA to Commissioner, NVS HQ, Noida** – for kind information to Commissioner, NVS please.
- **The PA to Joint Commissioner (Pers.), NVS HQ, Noida** – for kind information to the Joint Commissioner (Pers.), NVS please.
- **The Assistant Commissioner, IT, NVS HQs** – to upload a copy on the NVS Website for information to all concerned.