



नवोदय विद्यालय समिति NAVODAYA VIDYALAYA SAMITI

शिक्षा मंत्रालय, (स्कूल शिक्षा और साक्षरता विभाग)
भारत सरकार, बी-15, सेक्टर 62, नोएडा, उ.प्र. - 201309
Ministry of Education, (Department of School Education and Literacy),
Government of India, B-15, Sector 62, NOIDA, U.P. - 201309



No.F.2-1/2025(ATD)-NVS(Estt.II)/ 867

April 08, 2025

NOTICE

ATD 2025 - Inviting Grievance from Employees

It is for information to all concerned that grievance from the eligible employees is invited under Annual Transfer Drive 2025. In this context, following is informed to all concerned:

1. The online transfer drive of 2025 has come to an end after successfully accomplishing and displaying "**Final Transfer List - ATD 2025**" involving automated (online) round 01 and round 02, based strictly on the provisions contained in the NVS Transfer Policy 2021 and subsequent guidelines notified by the NVS Hqrs from time to time.
2. In view of addressing grievance (pertaining to ATD 2025) of the eligible employees, following schedule is informed to all concerned:

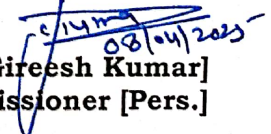
S. No.	Activity	Time Schedule
01	Time schedule for inviting grievance (ATD 2025)	09.04.2025 to 15.04.2025
02	Dedicated email ID for submission of grievance	nvsatdgrievance@gmail.com
03	Proforma for submission of grievance	Proforma enclosed

3. It is to note that grievance submitted only in the prescribed proforma and on given email ID shall be taken up for disposal. Submission of grievance through other mode and means shall not be taken up for disposal. No claim of employee will be entertained in this regard, if not confirming to above guidelines / parameters.
4. Although the grievances are invited for transfer / modification, yet disposal of grievances is subject to administrative requirement of the organization over and above personal constraints of the employee. Merely submission of grievance does not entitle any employee for its disposal in his/her favour.
5. Female employees were accorded increased opportunity for transfer by designating few vacancies for female. However, as per provisions unfilled vacancies (female) throughout round 01 and 02, shall be treated as open vacancies for grievance rounds.
6. **No employee should visit NVS Hqrs, Noida regarding request for transfer / modification / cancellation of transfer consequent upon the provisional / final transfer list.**

Therefore, all concerned (Employees / Principals / Regional Offices) are, hereby, requested to do the required formalities within the prescribed time schedule.

This issues with approval of the competent authority.

Yours faithfully,


[Gireesh Kumar]
Deputy Commissioner [Pers.]

Copy to:

- The Deputy Commissioner, All ROs, for circulation to all JNVs.
- The Principal, All JNVs to inform all employees (without fail) regarding grievance rounds.
- The Deputy Commissioner, NNLI/NLIs, for information and the needful, please.
- 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 Assistant Commissioner, IT, NVS HQs - to upload a copy on the NVS Website for information to all concerned.



ATD 2025 - PROFORMA FOR SUBMISSION OF GRIEVANCE FOR TRANSFER PURPOSE

The proforma is a part of notice 2-1/2025/(ATD)-NVS(Estt.II)/ dated 08.04.2025. Please refer to instructions (contained therein) carefully before submitting grievance.

S. No.	Particulars	Information to be submitted by the employee			
1	Date of submission of grievance				
2	PIS (Shala Darpan) ID				
3	Name of Employee (as provided in ATD online application)				
4	Designation				
5	Name of Vidyalaya (Present station)				
6	Email ID of employee				
7	Date of joining at present station				
8	Home District (as per service book)				
9	Priority Category, if any (PH/Medical/Spouse/Single Lady/DFR) as per NVS transfer policy). Put a tick mark on appropriate word.	Priority Category		Certificate (s)	
				Enclosed	Not Enclosed
		1.PH			
		2.Medical			
		3.NVS Spouse / Single Lady			
4.Central / State Spouse					
5.DFR		No certificate for DFR			
10	Allotment in Round 01 (mention JNV and transfer category)	Place Allotted		Transfer Category	
11	Allotment in Final Transfer List (mention JNV and transfer category)	Place Allotted		Transfer Category	
12	Request in Grievance Round (Tick one appropriate word)	1. Fresh Transfer 2. Modification of transfer 3. Cancellation of transfer			
13	If fresh transfer or modification of transfer is requested, mention choice station(s).				
14	Reason behind your request / grievance. Content should be legibly written, very short, to-the-point and not exceeding 100 words. <u>Your Submission (below):</u>				

Note: Do not use additional sheet other than prescribed one. Grievance submitted in prescribed proforma on nvsatdgrievance@gmail.com, will only be considered for redressal.

Signature of employee

Date:.....

Mobile No. of the employee.....



