

केन्द्रीय विद्यालय संगठन

शिक्षा मंत्रालय, भारत सरकार के अधीन स्वायत्त संस्थान
संभागीय कार्यालय, कोलकाता
ई०बी० ब्लॉक, सैक्टर-1, लाबोनी
साल्ट लेक, कोलकाता - 700064



KENDRIYA VIDYALAYA SANGATHAN
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By E-Mail only

To
The Principal
All Kendriya Vidyalaya
Under Kolkata Region

Sub: Local transfer for the year 2023-24.

Madam/Sir,

With reference to the subject cited above this is to inform that local transfer will be taken up in this session (2023-24) on the basis of merit as per the decision taken by the committee to be constituted for the purpose and as per the KVS guidelines. Principals are required to follow the below mentioned steps in order to complete the task in a time bound manner.

- i. Notice for local transfer should be given in the KV's notice board by 17th April 2023. It may also be uploaded in the KV's website.
- ii. Local transfer form (attached herewith) may also be uploaded in the KV's website.
- iii. Parents may be asked to submit three copies of duly filled local transfer forms along with all supporting documents to the KV where the student is presently studying by **04.05.2023**.
- iv. After filling up all the required information sought, Principal (where the child is studying) shall send two copies of the form along with all documents to the concerned Principal (where student wants to get local transfer) within two days of receipt of forms from the parents.
- v. Principal of the KV, where local transfer is sought, shall forward one copy of the application along with all supporting documents to KVS Regional Office, Kolkata on or before **10.05.2023** in one bunch with her/his remarks i.e., Recommended/Not Recommended.
- vi. The forwarding letter should bear the name, class, transfer sought from KV – to KV of the student and arranged in proper serial order.
- vii. Application should not be sent through the parent.

Yours faithfully,

(SANJIB SINHA)
Assistant Commissioner

Encl. Local transfer form.

KENDRIYA VIDYALAYA SANGATHAN, KOLKATA REGION

Application for Local Transfer for the session 2023-24

(To be submitted by the parents in Triplicate in the KV where the student is presently studying)

1. Transfer sought from KV to KV
2. Name of the Student (Capital letter) :
3. Sex :
4. Father's Name :
5. Class in which the child is studying (2023-24) :
6. Reason for seeking transfer* :
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.....
7. Residential address at the time of admission** :
8. Present residential address** :
9. Signature of the parent/guardian with date :

**(Enclose the documentary evidence; Medical ground cases should be supported by valid Medical documents issued by the Govt. Hospital/AMA/CGHS)*

*** (Attach any one: Photocopy of Gas connection, Ration Card, Voter I.D. card, Aadhar Card, Allotment of Quarter in case of Govt. accomodation, Driving license as a proof of residence)*

(To be filled by the KV where the student is presently studying)

(After filling three copies, two copies are to be sent to the KV where local transfer is sought)

1. From which session the child is studying in the KV :
2. Whether the child was admitted on transfer or on fresh admission: ON TRANSFER / AS FRESH (Tick appropriately)
3. Category of the parent (as per school record) :
4. Remarks/Recommendations of the Principal :

Signature of the Principal with Seal

(To be filled by the KV where local transfer is sought)

(After filling up two copies, one copy is to be sent to KVS RO Kolkata)

1. Enrolment as on date in the Class in which transfer is sought : No. of sections:
2. Remarks/Recommended/Not Recommended of the Principal :

Signature of the Principal with Seal

(To be sent to KVS RO Kolkata along with all documents)