

KENDRIYA VIDYALAYA SANGATHAN (REGIONAL OFFICE) JAIPUR

PROFORMA FOR LOCAL TRANSFER OF STUDENTS (2025-26)

(Ref.:Part-A/clause-7B(a & b) of KVS Admission Guidelines for session 2025-26)

PART-1

S.No.	PARTICULARS	REQUIRED INFORMATION
1	Name of the student (In block Letters)	
2	Father's/Mother's Name	
3	Residential Address of the Parent With phone No.	
4	Official Address of the parent With phone No,if any	
5	Name of KV where presently studying	
6	Date of Admission in the present KV and Class to which admitted	
7	Class in which studying now	
8	Name of KV Where local transfer is sought	
9	Choose Parent's Category for priority in admission	Cat.I / Cat.II / Cat.III / Cat.IV / Cat.V / Cat.VI
10	Please select one of the following reasons for local transfer	<p>Part A Para 7B(a): In case of the allotment of Government Accommodation or shifting to own house to/by the parent (Priority category I to IV in Civil/Defence Sector KV and Priority Category I to V in Project/IHL Sector KV) in previous/ current academic session.</p> <p>Part A Para 7B(a): Circumstances, where Local Transfer is sought by the parent on the basis of Medical Urgency /Serious illness of the student/parent.</p>
11	Justification for seeking local transfer (With Supporting documentary proof)	

Certified that the information furnished above is true to the best of my knowledge

Place:

Date:

Signature of parent/guardian

Note:- In case of Medical urgency/serious illness, parent need to get Medical Certificate from any Government Hospital or if medical certificate is issued by Private medical practitioner then it should be countersigned by the Chief District Health and Medical Officer. It should be clearly mentioned what kind of illness child have and what consequences will happen if he/she continue his studies from the same school in the Medical certificate.

PART-II
(CERTIFICATE FROM THE PRINCIPAL OF KV TO WHERE THE STUDENT IS PRESENTLY STUDYING)

This is to certify that Master/Kum..... son/daughter of Mr./Mrs..... presently studying in class..... and average enrolment of the class as on date is per section. Date of his/her initial admission in this KV is The address furnished by the parent in the application at the time of admission was.....

Any other remark/recommendation.....

Date:

Signature of Principal with Seal

PART-II
(CERTIFICATE FROM THE PRINCIPAL OF KV TO WHICH LOCAL TRANSFER IS SOUGHT AT FIRST PRIORITY)

Certified that the average enrollment of the Class..... as on date is per section (seat will be blocked till approval/not approval of case) and Vidyalaya has sufficient accommodation/furniture to accommodate the student. No any priority category cases are waiting for admission.

The case is recommended for local transfer/not recommended for local transfer because.....

Date:

Signature of Principal with Seal

.....
(For use of Regional Office)

Local transfer PERMITTED/NOT PERMITTED

Deputy Commissioner
KVS (RO) Jaipur