



केन्द्रीय विद्यालय संगठन, क्षेत्रीय कार्यालय, अहमदाबाद
(शिक्षा मंत्रालय भारत सरकार के अधीन स्वायत्त संस्थान)
ज्ञानदीप, सेक्टर 30, गांधीनगर (गुजरात) - 382030
KENDRIYA VIDYALAYA SANGATHAN, AHMEDABAD REGION
(An Autonomous Body Under Ministry of Education, Govt. of India)
Gyandeeep, Sector 30, Gandhinagar (Gujarat) - 382030
Estd:1976 KV Code:1899 079-23260361 (DC) / 23260711(Admn/Fin)/ 23261360(AC)

F.No. 120373/1/2026-27/KVS/RO AHMD/Acad

Date: 30.06.2026

(By Email only)

Principal
All Kendriya Vidyalayas
Ahmedabad Region

Sub.: Local transfer of students from one KV to another KV within the same station during the Session 2026-27- Reg.

Madam/Sir,

With reference to the aforesaid subject it is to inform that the **Local Transfer** of students from **one KV to another KV** with in the same station will be considered by this office in the month of **July 2026**. You are therefore requested to notify the same for information of all the concerned Parents and **display the schedule of activities (enclosed herewith) on School Notice Board and update the same on Vidyalaya Website.**

The application of the parents seeking local transfer of students should be considered by following the procedure as mentioned below:

1. The Local transfer application forms are to be prepared in Quaduplicate (4 sets) & made available to the parents, seeking local transfer of their wards.
2. The Principal of the KV where the child is presently studying will keep one copy of the application for official record & after endorsement shall send remaining three copies to the Principal of the KV where admission is sought by the parent on first priority.
3. Principal of the KV where the Local transfer is desired will send one copy; complete in all aspects, to the Cluster In-Charge Principal after her/his endorsement, keeping a copy in the Vidyalaya for official record & handover one copy to the concerned parent.
4. Local transfer will be accorded to the students as per KVS admission Guidelines 2026-27 Part A-7(B) as appended below :
 - i. 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 KV and Priority Category I to V in Project/IHL KV) in previous/current academic session.
 - ii. Circumstances, where Local Transfer is sought by the parent on the basis of Medical Urgency/serious illness of the student/parent.
 - iii. Where sibling of the student is studying in the KV where admission is sought, in such case, the Deputy Commissioner of the Region will approve the Local

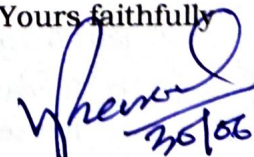
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30/6/2026

Transfer in the either KV which has lesser class strength out of the KVs where siblings are studying.

Note: In case of point (a) and (b) above, Local Transfer may be granted in KV nearest to the Govt. accommodation/Own house within the class strength of 50. If class strength is beyond 50 then another nearest KV may be considered.

5. Local transfer cases would be screened by the **Screening Committee constituted at Cluster level** by the Cluster In-Charge Principal. Screening Committee under the Chairpersonship of the Cluster In-Charge will scrutinize the applications & then send only the genuine cases for further action at Regional Office. **No KV should send the local transfer forms directly to RO without scrutinizing them.**
 6. Genuine local transfer cases may be sent by the Cluster I/C Principal to the Regional Office in a single bunch for further process at the Regional Office.
 7. Local transfer will be considered only in the month of July 2026 after fresh admissions are over.
 8. The time line to be followed by the KVs for local transfer of genuine cases of students is as follows-
 - a) Distribution of local transfer forms to the parents – 2nd July 2026 onwards.
 - b) **Submission of duly filled local transfer forms by the Parents to the concerned KV – 10th July 2026.**
 - c) Sending of duly filled local transfer forms from other KVs to Cluster I/C KV – Latest by 14th July 2026.
 - d) Scrutiny of local transfer forms by Screening Committee at Cluster level – Latest by 18th July 2026.
 - e) Sending of all local transfer cases (recommended as well as non-recommended separately) to the Regional Office (Only through Cluster I/C) for further action – Latest by 22nd July 2026.
 9. **Under No circumstances parents should be advised to contact to the Regional Office for local transfer.**
 10. Cases of transfer where distance is more than 20 Km. like from Gandhinagar to Ahmedabad and vice versa, will not be included under local transfer but these applications need to be handled at Vidyalaya level as other transfer cases.
- This is issued with the approval of the Competent Authority.

Yours faithfully


(Venkateswar Prasad B.)
Assistant Commissioner

Encl.:

1. Application form for Local Transfer
2. List of Cluster KVs
3. Schedule of Local Transfer