



केन्द्रीय विद्यालय संगठन, क्षेत्रीय कार्यालय, राँची  
शिक्षा मंत्रालय, भारत सरकार के अधीन स्वायत्त संस्थान  
KENDRIYA VIDYALAYA SANGATHAN, REGIONAL OFFICE, RANCHI  
(Under Ministry of Education, Govt. of India)  
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प्राचार्य,  
समस्त केन्द्रीय विद्यालय  
राँची संभाग

विषय: शैक्षणिक वर्ष 2025-26 के दौरान एक ही स्टेशन के भीतर एक केवी से दूसरे केवी में छात्रों का स्थानीय स्थानांतरण-संबंधित/Local transfer of students from one KV to another KV within the same station during 2025-26-reg.

महोदया/महोदय,

उपरोक्त विषय के संदर्भ में, आपको सूचित किया जाता है कि एक ही स्टेशन के एक केवी से दूसरे केवी में छात्रों के स्थानीय स्थानांतरण (Local Transfer cases) के मामलों पर इस कार्यालय द्वारा जुलाई, 2025 माह में विचार किया जाएगा।

आपसे अनुरोध है कि आप सभी संबंधित माता-पिता/अभिभावकों को इसकी सूचना दें तथा यह भी बताएं कि केवल स्थानीय स्थानांतरण के लिए आवेदन करने मात्र से स्थानीय स्थानांतरण पाने का अधिकार नहीं मिल जाएगा।

इसके अलावा, छात्रों के स्थानीय स्थानांतरण की मांग करने वाले माता-पिता के आवेदन पर नीचे उल्लिखित प्रक्रिया का पालन करके प्रस्ताव इस कार्यालय को विचार हेतु भेजा जाना चाहिए:-

1. Local transfer application form enclosed herewith is to be prepared in sufficient number of copies by the KV and made available to the parents on request from **01.07.2025(Tuesday)** in triplicate.
2. Principal of KV where the child is presently studying will furnish the details as in the application form.
3. Issue of forms and collection of forms by school from parents will be from **01.07.2025 to 08.07.2025**.
4. Principals of KV where the child is presently studying (KV-X) will send remaining two copies to the Principal where admission is desired by the parent on first priority (KV-Y). These schools will forward the documents to the KV where admission is sought from **09.07.2025 to 11.07.2025** and handover a copy to parent concerned without fail.
5. Principal of KV where admission is desired (KV-Y) will send one copy complete in all respect to KVS Regional office with his complete remarks for recommendation keeping a copy for the vidyalaya record.

.....contd..1/-

6.All the applications of local transfer will be sent to the office(KVS, RO Ranchi) serially numbered in a single slot along with the details in enclosed excel format by the Principal(KV-Y) by

15<sup>th</sup> July,2025.

7.Preference for local transfer will be given as per details given below:-

i)Allotment of Govt. accommodation or shiting 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.

ii) Circumstances, where local transfer is sought by the parent on the basis of Medical Urgency/ serious illness of the student/parent.

iii) Incase of sibling of the student studying in the KV where admission is sought.the local transfer in the either KV which has lesser class strength out of the KV's where siblings are studying.

iv)Provision of the change of shift will be permitted by the Principal of the Concerned KV only in case of sibling when the brother or sister of the child is studying in the other shift. No other ground will be considered in this regard.

8.No local transfer application will be entretained after 15<sup>th</sup> July,2025. The information about the local transfer date etc. may be put prominently on your vidyalaya NOTICE BOARD and WEBSITE.

प्रस्ताव भेजते समय उपरोक्त बातों को ध्यान में रख कर सभी दस्तावेज़ भेजें।

यह पत्र सक्षम प्राधिकारी के अनुमोदनोपरांत जारी किया जाता है।

भवदीया,

**सुजाता मिश्र**

(सुजाता मिश्र)

सहायक आयुक्त

संलग्न: (1) Annexure I  
(2) Excel format