

Kendriya Vidyalaya Sangathan



Standard Operating Procedure for Processing of Applications for Resolving issues/to send reply of letters/applications related to Admission/shift change and local transfer of KVS students in a time bound manner

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Standard Operating Procedure for Processing of Applications for Resolving issues/to send reply of letters/applications related to Admission/shift change and local transfer of KVS students

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STANDARD OPERATING PROCEDURE		
Department	Kendriya Vidyalaya Sangathan	
SOP Title	Standard Operating Procedure for Processing of Applications for Resolving issues/to send reply of letters/applications related to Admission/shift change and local transfer of KVS students	
Applicability	SOP shall apply to all KVs	
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Standard Operating Procedure for Processing of Applications for Resolving issues/to send reply of letters/applications related to Admission/shift change and local transfer of KVS students.

1. Objective

To establish a uniform, transparent, accountable and time-bound procedure for processing requests relating to resolving issues/to send reply of letters/to send reply of letters/applications related to Admission/shift change and local transfer of KVS students.

2. Scope & Applicability

This SOP shall apply to all Kendriya Vidyalayas and KVS Regional Offices for processing requests received from parents or guardians regarding:

- Clarifications or grievances related to Admission lists / waiting lists
- Requests for Local Transfer on grounds of parental transfer/relocation, medical urgency, or sibling enrollment
- Requests for Shift Change (permitted strictly on valid ground such as sibling enrolled in another shift)
- Discrepancies or delays in issuing replies to official queries/letters from parents.

3. Governing Provisions

All requests shall be processed in accordance with:

- KVS Admission Guidelines;
- KVS Education Code
- Clarifications / Circulars issued by KVS HQ from time to time.
- Orders and instructions issued by the Ministry of Education, Government of India

4. General Principals

All fresh admissions will be done by the Principal, KV Concerned as per the KVS Admissions Guidelines in force.

All local transfers will be approved by the Deputy Commissioner of KVS Regional Office, considering the merit of the case.

Provision of change of shift will be permitted by the Principal of KV Concerned 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.

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5. Documents Required

Parent/Guardian has to submit the documents as mentioned in Part-C Para 3-of KVS Admission Guidelines in force.

For Class I, certificate of proof of age in the form of a birth certificate issued by the authority competent to register births. This will include certificates from Notified Area Council / Municipality / Municipal Corporation extract about the date of birth from records of Village Panchayat, Military Hospital and service records of Defence personnel. For other classes, the date of birth recorded in the transfer certificate issued by a school recognized by the State Education Department would be accepted. The original certificate of date of birth should be returned to the parent after verification. Admissions up to class-VIII may be granted without any school transfer certificate provided the child is otherwise eligible and his birth certificate has been issued by a Govt. body.

1. A certificate that the child belongs to the scheduled Caste/Scheduled Tribe/EWS/OBC (Non Creamy Layer)/BPL wherever applicable, issued by the Competent Authority in concerned State Government/Union government. The certificate in respect of either of the parents may be accepted initially, for the purpose of admission, if this certificate is not available for the child. However, the certificate in respect of the child has to be submitted within a period of 03 months from the date of admission.
2. UDID number (Unique Disability Identity number) is a distinct identification code given to a person with a disability in India. It is printed on a smart card issued by the government. This number and card replace old, separate paper certificates. It works everywhere in the country) / A certificate from the civil surgeon/rehabilitation centre or any other competent authority defined by the Government of India certifying that she/he is a child with Special Needs (CwSN), wherever applicable. In case, where the disability of the child can be visually seen by the Principal, the child may be accepted as a CwSN, even without a certificate. However, the parent may be advised to obtain the relevant certificate from the Competent Authority and submit the same to the school.
3. A service certificate showing the number of transfers during the preceding 7 years duly signed and stamped by the head of the office bearing the name, designation and other relevant particulars in block letters.
4. A certificate of retirement for uniformed Defence employees.
5. Proof of residence

Note:

- (i) Mere registration will not confer a right to admission.
- (ii) Incomplete application forms shall normally be rejected. In case vacancies remain, Principal may allow completion of the form later at her/his discretion.
- (iii) Admission secured on the basis of any wrong certificate/information i.e. residential address and its distance from the KV etc. shall be cancelled by the Principal forthwith and no appeal against such action of the Principal shall be entertained.
- (iv) The address entered and the address proof submitted by the parent during the application process shall be treated as final for the determining the neighborhood. No request for change of address will be entertained for this purpose, except in cases of government employees shifting to government accommodation, after the lists of provisional admissions are out.

- (v) For admission to class I, the registrations will be done through online mode. In a double shift Kendriya Vidyalaya, each shift will be treated as separate Vidyalaya for admission purpose. No change of shift will be permitted. If multiple registration forms are submitted for the same child in the same Kendriya Vidyalaya, only the last application will be considered.
- (vi) In respect of category I, II, III and IV admissions the veracity of the Certificates submitted by the parents in proof of their service must be invariably verified by the Principal.
- (vii) The documents submitted by the parents/guardians of the children, provisionally selected for admission, are to be meticulously examined to ensure the authenticity and validity of the same, particularly those related to eligibility criteria i.e. certificate of DOB / caste income etc. Further, whenever an admission is denied, a written communication should be given to the parents/guardians outlining all deficiencies/ specific reasons for such denial to mitigate the litigation in any court of law.

Documents required for local transfer

1. Duly filled prescribed Local Transfer Application Form.
2. Proof of Residence (Quarter Allotment Order / Registered Sale Deed / Electricity Bill / Gas Connection).
3. Service Certificate / Proof of Priority Category (Category I to IV/V).
4. Medical Certificate issued by a competent government authority (if applied under medical grounds).
5. Fee receipt / Report Card of Sibling studying in the target KV (for sibling cases).

Documents required for Shift Change requests

1. Formal application signed by the parent.
2. Verification/Fee Receipt/Report Card of the sibling studying in the target shift.

6. Responsibility and Accountability

1. Principal:

All fresh admissions as per KVS Admission Guidelines.

2. Deputy Commissioner/Competent Authority:

Cases requiring approval beyond the powers of the Principal shall be forwarded to the Regional Office with complete records and specific recommendations by the Principal. The Deputy Commissioner will verify and will take final decision on recommendations of AC in-charge of admissions.

3. Communication to the Applicant:

- The decision taken by the Principal shall be communicated to the parent/guardian in writing.
- Where the request is rejected, reasons for rejection shall be recorded and communicated.
- Where the decision is taken by the RO will be communicated to the principal concerned who in turn will communicate to the parent/ guardian


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7. Procedure Timeline and Responsibilities

Sl. No.	Activity	Description	Responsibility	Timeline (working days)
1	Fresh admission for all classes (except Class XI)	Registered and eligible candidates subject to availability of vacancies (except Class XI).	Principal	Up to 30th June
2	Admission to Class XI	Registered and eligible candidates subject to availability of vacancies for Class XI only after admitting existing KV students.	Principal	30 days from the date of declaration of Class X results by CBSE
3	Up to 40 for Classes I, II & III and 45 for all other classes	This provision is applicable to the parents of Priority Categories I & II in the Civil/Defence Sector KVs and Priority Categories I to III in the Project/IHL Sector KVs due to newly joined or mid-term transfer in current and previous academic year.	Principal	Up to 31st October
4	Admission with KV TC Cases	i. Admission of children with KV TC will be considered at the station of new place of posting or place of settlement in case of retirement when transfer/new joining/retirement of the parent is involved. However, in case of Priority Category V in Civil/Defence Sector KV and Priority Category VI in Project/IHL Sector KV, prior approval of the Deputy Commissioner of the concerned Region will be required. Further, KV TC admissions of the students, in the above cases, from Class I to XII, beyond 50, shall be only with the approval of the Deputy Commissioner, concerned RO, KVS, provided the option of redistribution/re-allotment to nearby KVs is exhausted. ii. Defence and Para-military Forces personnel who shift their families to the station of their choice whenever they are transferred to non-family station	Principal / Deputy Commissioner	Three working days from the receipt of the application from parent by the Principal and forwarding of the same from the Principal to the Deputy Commissioner of the Regional Office

Sl. No.	Activity	Description	Responsibility	Timeline (working days)
		areas or posted in LWE affected areas or at places where no KV exists, can admit their children on KV TC in a KV located at the station where they will keep their family subject to the class strength of 50. In case of class strength more than 50, approval of the Deputy Commissioner, concerned RO KVS is required, provided the option of redistribution/re-allotment to nearby KVs is exhausted. A certificate to this effect that the employee has been transferred to a non-family station or at a place where no KV exists within a radius of 8 KM of his/her posting, issued by the office of the parent concerned, has to be produced for seeking such approval. iii. In all other cases where transfer of the parent is not involved (including the Priority Category V in Civil/Defence Sector KV and Category VI in Project/IHL Sector KV), the admission with KV TC would be done only with the prior approval and re-allotment of KV by the Deputy Commissioner of the Region concerned, on the merit of the case, subject to the class strength of 45. However, such restriction of class strength, i.e. 45, is not applicable in sibling cases.		
5	5. PART-B SPECIAL PROVISIONS	1. Following categories of children will be admitted over and above the class strength mentioned in part-a, para 5 of the admission guidelines: I. The children of the serving employees of KVS (Kendriya Vidyalayas Regional Offices, ZIETs and KVS (HQ)) will be considered for admission at any time of the year irrespective of the class strength/year	Principal	Within seven working days from the receipt of the application from the parent.

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Sl. No.	Activity	Description	Responsibility	Timeline (working days)
		of transfer/recruitment. However, for Class IX, the child has to clear the admission test. (The Officials/Officers who come on deputation to KVS, their wards should also be treated at par with regular KVS employees.) II. Children of those Central Government employees who die in harness. Copy of Pension papers/letter issued by the Controlling Authority will be taken as proof. III. Children of recipients of Paramveer Chakra, Mahavir Chakra, Veer Chakra, Ashok Chakra, Kirti Chakra & Shourya Chakra, Sena Medal (Army), Nausena Medal (Navy), Vayu Sena Medal (Air Force). IV. Children of recipients of President's Police Medal for Gallantry & Police Medal for Gallantry. V. Meritorious sports children who have secured I, II & III position in Khelo India/SGFI/CBSE/National/State level games organized by the Government. VI. Recipients of Rashtrapati Puraskar in Scouts & Guides. VII. Children who are recipients of National Bravery Award, or of Bal Shree Award instituted by National Bal Bhavan, and children who are recipients of Pradhan Mantri Rashtriya Bal Puraskar. VIII. Children who have shown special talent in Fine Arts and have been recognized at the National or State level, including Kala Utsav winners. IX. Children orphaned due to COVID-19 pandemic will be considered for admission over and above the class strength under PM CARES for	Deputy Commissioner	Three working days from the receipt of the application from the Principal.

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Sl. No.	Activity	Description	Responsibility	Timeline (working days)
		Children Scheme. The admission will be done on the basis of the list given by the District Magistrate of the concerned district, subject to 10 children per KV and a maximum of 02 children per class. These children will be exempted from payment of fees (Tuition Fee, Computer Fund, and VVN) from Classes I to XII. (Only for registered candidates in PM CARES for Children portal with a valid Beneficiary ID.) X. Admissions of wards of Kashmir Migrants will be given as per the following conditions: (a) Extension of date of admission for 30 days. (b) Relaxation in cut-off percentage will be as applicable to SC/ST candidates subject to minimum eligibility requirement. (c) Admissions will be given over and above class strength. 2. ADMISSION OF WARDS OF ARMED/PARAMILITARY FORCES & OTHERS (i) Admission of children in the Kendriya Vidyalayas on the basis of Transfer Certificate issued by the schools following NCERT/CBSE curriculum & syllabus and run by Armed Forces (Army, Air Force, Navy) and Para Military Forces, i.e., CRPF/BSF/ITBP/SSB (Sashastra Seema Bal)/CISF/NSG, Assam Rifles and schools run by Indian Coast Guard, ISRO/AEES (Atomic Energy Education Society)/DRDO will be entertained only if the class enrolment is less than 50 and the parent has been transferred to that		

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Sl. No.	Activity	Description	Responsibility	Timeline (working days)
		place or has desired to settle at the place after his retirement, or transferred to some non-family station or posted in Naxal affected areas and choose to keep the family elsewhere. Further, such requests shall be considered only in those stations where schools run by those organizations are not available within the radius of 8 KM from the residence of the parent of the child whose admission is sought. (ii) This provision may also be extended to the children of government employees studying in schools run by ISRO/AEES (Atomic Energy Education Society). (iii) It is clarified that the above provisions are only for the wards of Defence personnel/Paramilitary Forces i.e. CRPF/BSF/ITBP/SSB (Sashastra Seema Bal) /CISF/NSG and Assam Rifles, viz. sons & daughters only. This will not include the grandchildren of Defence personnel. Provisions of KVS Admission Guidelines, including the eligibility criteria for age and marks/grades, will be followed in letter and spirit. Also, the fee including VVN is to be paid from the Kendriya Vidyalaya regardless of the fact that the fee for succeeding months have already been paid in the school from which TC has been issued for admission to KV. TCs issued by the schools of Defence Ministry/ Departments/ Authority will be endorsed by the concerned Deputy Commissioner of the Region where admission is sought.		

8. Important Instructions:

KVS admission guidelines in force should be strictly followed in letter and spirit

Principals must personally verify the genuineness of documents (residence proof, medical emergency certificates, etc.) before endorsing local transfer requests.

Shift changes shall not be entertained on distance or personal convenience grounds; they are restricted solely to sibling cases.

All approved local transfers and shift changes must be updated in the Admission-Withdrawal Register, Student Information System (SIS), UDISE+, and fee portals.

Any refusal or rejection of a request must be communicated to the parent in writing with clear reference to KVS Admission Rules.

9. Review:

1. This SOP will be reviewed periodically by KVS Headquarters to align with statutory updates or policy changes.
2. In case of any ambiguity or dispute regarding interpretation, the matter shall be referred to KVS Headquarters, and the decision of the Commissioner, KVS (HQ) shall be final and binding.

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