



केंद्रीय विद्यालय संगठन, क्षेत्रीय कार्यालय, अहमदाबाद संभाग
Kendriya Vidyalaya Sangathan, Regional Office, Ahmedabad
शिक्षा मंत्रालय के तहत एक स्वायत्त निकाय/
An Autonomous Body under Ministry of Education
ज्ञानदीप सैक्टर 30 गांधीनगर गुजरात - 382030
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फा.नं. 120373/1/2024-24/केविसं/क्षे.का.अहमदाबाद/शैक्षिक

Date: 28.06.2024

(By Email only)

Sub.: Local transfer of students from one KV to another KV within the same station during the Session 2024-25- Reg.


Madam/Sir,

With reference to the aforesaid subject it is to state 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 2024**. You are therefore requested to notify the same for information of all the concerned Parents/Guardians 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 Quadruplicate (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. Priority to local transfer will be accorded to the students in the order of priority category (**Service Category**) as mentioned in KVS admission guidelines based on the reasons listed below:
 - 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 KV and Priority Category I to V in Project/IHL KV) in previous/current academic session.
 - b) Circumstances, where Local Transfer is sought by the parent on the basis of Medical Urgency/serious illness of the student/parent.
 - c) 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 Transfer in the either KV which has lesser class strength out of the KVs where siblings are studying.

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 2024 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 – 3rd July 2024 onwards.
 - b) Submission of duly filled local transfer forms by the Parents to the concerned KV – 12th July 2024.**
 - c) Sending of duly filled local transfer forms from other KVs to Cluster I/C KV – Latest by 18th July 2024.
 - d) Scrutiny of local transfer forms by Screening Committee at Cluster level – Latest by 23rd July 2024.
 - e) Sending of genuine local transfer cases to the Regional Office (Only through Cluster I/C) for further action – Latest by 26th July 2024.
9. **Under No circumstances parents should be advised to go 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.

Regards,


(Meena Joshi)

Assistant Commissioner

Encl.:

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

Application form for Local Transfer of students of KVs

1.KV from which local transfer is sought.

2.Particulars of student(s) [to be verified by the KV where the student is studying on the date of application.]

| S. No. | Name of the student(s) | Priority category of parent as per KVS admission guidelines | Class in which student is presently studying | Average enrolment of the class | Date of first admission in KV with class | | Address at the time of first admission in the KV | Signature of Class Teacher |
|--------|------------------------|---|--|--------------------------------|--|-------|--|----------------------------|
| | | | | | Date | Class | | |
| | | | | | | | | |
| | | | | | | | | |

3.Particulars of Parent of student who is seeking admission on Local transfer on KV TC

| Name of the Parent | Designation | Office address where the parent is employed/posted | Residential address of the parent (proof of residence to be attached) |
|--------------------|-------------|--|---|
| | | | |
| | | | |

4.KV where local transfer is sought _____

5.Ground for seeking Local transfer:

- (a) Medical ground of the student of the KV.
- (b)(i) Sibling is studying in the KV where local transfer is sought.
(ii) Date of first admission of sibling in the KV where local transfer is sought.
- (c) Allotment of govt. accommodation to the parent.
- (d) Parents shifted to permanent residence of their own.
- (e) Change of job by the parent close to the KV where local transfer is sought.
- (f) Any other reason other than listed from (a) to (f)

Date:

Signature of Parent

Place:

Name of Parent

Recommendation by KV Principal from where transfer is sought

I certify that the reasons cited for local transfer from KV__ to KV_____ are genuine & I have personally verified the veracity of the documents from the original document. The certified documents are attached with the local transfer request form submitted by the Parent. I undertake to state that the case of local transfer is genuine under Part A, Rule 7 (iv) of KVS Admission Guidelines 2024-25.

Seal & signature of Principal
with date

To be filled by the KV where Parent is Seeking Admission on Local Transfer.

1. KV from where the local transfer is sought _____
2. Particulars of class in which admission is sought by parent on local transfer.

| Class in which admission is sought | No. of sections | Total strength of all sections as on date | Average strength of the class. |
|------------------------------------|-----------------|---|--------------------------------|
| | | | |
| | | | |

Declaration by the Principal where local transfer is sought

I am satisfied with the reasons & documents forwarded by the parent KV of the student & hence forward the case to the Cluster I/C KV Principal for further action.

Seal & signature of Principal
with date

To be filled by the Screening Committee at Cluster Level.

The following members of the Screening Committee verified the documents in accordance with the reason(s) stated by the parent local transfer. The case has merit/no merit for consideration & approval of the competent authority. The screening committee recommends/do not recommend the approval of local transfer of the students from KV _____ to KV _____.

Name of members of Screening Committee Signature of members of Screening Committee

| | |
|-------|-------|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

Decision taken by the competent authority on the basis of recommendation by the Screening Committee and provisions listed in Admission Guidelines -2024-2025.

Approved/Not Approved