

केंद्रीय विद्यालय क्र. 4 ओ.एन.जी.सी. वडोदरा

KENDRIYA VIDYALAYA NO4 ONGC VADODARA

Notice for Local Transfer of students

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. Local transfer will be accorded to the students as per KVS admission Guidelines 3026-27 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 Transfer in the either KV which has lesser class strength out of the KVs where siblings are studying.
3. Local transfer will be considered only in the month of July 2026 after fresh admissions are over.
4. The time line to be followed by the KVs for local transfer of genuine caees of students is as follows-
 - i. Distribution of local transfer forms to the parents — 2nd July 2026 onwards.
 - ii. Submission of duly filled form by the parent to the concern KV – **10th July 2026.**
 - iii. Sending of duly filled local transfer forms from other KVs to Cluster I/C KV — Latest by 14th July 2026.
 - iv. Scrutiny of local transfer forms by Screening Committee at Cluster level — by 18th July 2026.
 - v. Sending of all transfer cases to the Regional Office - Latest by 22nd July 2026.
5. **Under No circumstances parents should contact to the Regional Office for local transfer.**