ANNEXURE-I

KENDRIYA VIDYALAYA SANGATHAN (REGIONAL OFFICE) RANCHI
PROFORMA FOR LOCAL TRANSFER OF STUDENTS (2025-26)
(Ref.: Part-A/clause 7(B) of KVS Admission Guidelines for session 2025-26)

To be filled in by the parent and submitted (IN QUADRUPLICATE) to the Principal of KV where the studentsstudying, for its onward submission to the Deputy Commissioner, KVS, RO, RANCHI.

PART-I

S.No	Particulars	Required Information
1.	Name of the student (in block Letters)	
2.	Father's/Mother's name	
3.	Residential Address of the parent: with phone No	
4.	Official Address of parent with phone No if any.	
5.	Name of KV where presently studying	
6.	Date of Admission in the present KV and Class to which admitted	
7.	Class in which studying now	
8.	Was it fresh admission or admitted on KV TC	
9.	Name of KV to which local transfer is sought	
10.	Justification for seeking transfer (With Supporting documentary proof)	
11.	If brother/sister of this pupil is studying in other KV, details thereof(Certificate from the Principal of the KV to be furnished)	1. Name of brother/sister: 2. Class: 3. Name of KV: 4. Date of Admission:
12.	List of enclosures	
13.	Parent's Category for priority in admission (i. e. from 1 to VI)	

Certified that the information furnished above is true to the best of my knowledge

Place:
Dated:

Signature of parent/guardian

PART-II

(CERTIFICATE FROM THE PRINCIPAL OF KV WHERE THE STUDENT IS PRESENTLY STUDYING)

This is to certify that Master/Kum ..... son/daughter of Mr. /Mrs. _____ presently studying in class _____ and average enrollment of the class as on date is _____ per section. Date of his/her initial admission in this KV is _____. The address furnished by the parent in the application at the time of admission was

_____

___

Any other remark/recommendation _____.

Date: **Signature of Principal with seal**

PART-III

(CERTIFICATE FROM THE PRINCIPAL OF KV TO WHICH LOCAL TRANSFER IS SOUGHT AT FIRST PRIORITY)

Certified that the average enrollment of the Class _____ as on date is _____ _____ per section and Vidyalaya has sufficient accommodation/ furniture to accommodate the student. No any priority category cases are waiting for admission.

The Case is recommended for local transfer/ not recommended for local transfer because

_____

_____

Date: **Signature of Principal with seal**

(For use of Regional Office)

Local transfer PERMITTED/ NOT PERMITTED

Deputy Commissioner
KVS RO RANCHI