

 केन्द्रीय विद्यालय संगठन	केन्द्रीय विद्यालय संगठन / KENDRIYA VIDYALAYA SANGATHAN क्षेत्रीय कार्यालय, आगरा / REGIONAL OFFICE, AGRA (शिक्षा मंत्रालय, भारत सरकार के अधीन स्वायत्त निकाय) (An Autonomous Body under Ministry of Education, Govt. of India) ग्रान्ड परेड रोड, आगरा छावनी / Grand Parade Road, Agra Cantt आगरा (उ.प्र.) 5 - 282001 / Agra (U.P.) - 282001 ☎0562-222523, 2225530, 2225583, 2225588 Email: dckvsroagra@gmail.com, Website : https://roagra.kvs.gov.in	 आज़ादी का अमृत महोत्सव
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फ़ा.30331/2026-27/केविस/क्षे.का./आगरा/

दिनांक:-11.06.2026

The Principals
All Kendriya Vidyalayas
Agra Region.

Sub: Schedule for Local Transfer of Students within the Same Station for the Academic Session 2026-27 – regarding.

Madam/Sir

With reference to the subject cited above, please find attached the schedule for processing local transfer of students from one Kendriya Vidyalaya to another within the same station. To ensure a streamlined and merit-based allocation, all Principals are directed to strictly adhere to the following criteria, schedule, and procedure:

1. Criteria for Local Transfer

Local transfer requests shall be evaluated primarily on the basis of **Para 7(B) of Admission Guidelines** for KVS for Academic Session 2026-27 viz.:

- Allotment of Government Accommodation or shifting 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.*
- Medical Urgency / Serious illness of the student / parent.*
- Sibling cases.*
- Provision of the Change of shift will be permitted by the Principal of 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.*

2. Schedule of Activities

SN	PARTICULARS	DATE
01	Last date for submission of applications by desirous parents/students to respective KVs	22.06.2026
02	Station-level meeting chaired by the Principal In-Charge to evaluate requests	25.06.2026
03	Submission of compiled recommendations to the Regional Office	27.06.2026

3. Procedure and Compliance Guidelines

- Application Window: Principals must widely publicize this notification** through school notice boards / announcement in the morning assembly inviting applications from desirous students / parents up to **22.06.2026**.

- **Station Committee Meeting:** The Principal In-Charge of the station will convene a meeting on **25.06.2026** with all the other Principals at the station. The committee will scrutinize applications and work out the feasible exchange of students.
- **Prescribed Class Strength:** While evaluating transfers, the committee must strictly ensure that the enrollment does not exceed the prescribed cap on class strength under any circumstances.
- **Approval Authority:** Upon finalizing the station-level adjustment, the Principal In-Charge will forward the comprehensive recommendations along with justifications to the Regional Office for final perusal and necessary approval. No local transfer shall be executed without prior approval from the Deputy Commissioner.

The following principals are appointed as the In-Charge for said work.

SN	NAME OF PRINCIPAL IN-CHARGE	KVs @ Station	STATION
1	Sh. Upendra Kumar	AFS Agra, No.2 Agra Cantt, No. 3 Agra Cantt & Railway Idgah	Agra
2	Sh. Arun Sharma	KNN Ghaziabad, No. 1 Hindan & No. 2 Hindan	Ghaziabad
3	Sh. Subhash Shrivastav	No. 1 Jhansi Cantt, No. 2 Jhansi Cantt. No. 3 Jhansi	Jhansi
4	Smt. Shailaja Tiwari	Mathura Cantt, MRN Mathura & Baad Mathura	Mathura
5	Sh. Suchitra Kumar Saxena	DL Meerut, PL Meerut & SL Meerut	Meerut
6	Smt Priyanka Tyagi	Greater Noida & CISF Surajpur	Noida

NOTE: Please refer to the attached HQ letter dated 09.06.2026 regarding the procedure for effecting a change of KV within the same academic year of admission when forwarding such cases."

This may be treated as important and time-bound.

Yours faithfully

Rani Dang

Asstt. Commissioner