



केन्द्रीय विद्यालय संगठन
KENDRIYA VIDYALAYA SANGATHAN
Under Ministry of Education, Govt of India

भारत सरकार, शिक्षा मंत्रालय के अधीन
क्षेत्रीयकार्यालय – हैदराबाद/ Regional Office – Hyderabad
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पत्र, सं.210350/2024 /के.वि.सं (है.सं)/स्थानीय स्थानांतरण /

दिनांक/Dt: 27.06.2024

सत्र 2024 -25 के लिए स्थानीय स्थानांतरण (Local Transfer) की समय सारणी (Schedule)

क्र.सं	चरणबद्ध कार्य निष्पादन का विवरण	अवधि
1.	Window period for Applications for admissions on local transfer receiving at Parent KV	01.07.2024 to 10.07.2024
2.	Submission of data in Excel sheet to KVS RO Hyderabad	12.07.2024
3.	Submission of application forms by parent KV to cluster incharge Principals	15.07.2024
4.	Date by which the cluster incharge Principals have to submit the documents to Regional Office for scrutiny and final order (By hand)	18.07.2024
5.	Scrutiny of applications by Local Transfers committee and submission of recommendation	22.07.2024 to 25.07.2024
6.	Final Approval and display of list	31.07.2024

Note:

- Parent Kendriya Vidyalaya to depute a sub staff with application forms received for local transfer from willing parents and get them handed over to Cluster incharge Principal by hand only along with list prepared in Excel file..
- If any festive occasion falls, do not depute any employee belonging to that particular religion Cluster Incharge Principals are requested to compile the data in excel file (prescribed excel form attached and consolidate the application forms received from Kendriya Vidyalayas under their cluster.
- Cluster Incharge Principals to send application forms (compiled & consolidated) by hand to Regional office as per the above schedule However, compiled data in Excel shall reach by email to acadhyderabad@gmail.com.


DR. B. MANJUNATH
DEPUTY COMMISSIONER

स्थानीय स्थानांतरण (Local Transfer) हेतु आवेदन पत्र शैक्षणिक सत्र 2024 -25

Application form for Admission on Local Transfer

(To be submitted in Duplicate in the KV where the student is presently studying)

अभिभावक द्वारा भरे जाने हेतु / Application form to be filled by Parents

1	वर्तमान केंद्रीय विद्यालय का नाम। Present KV Name	
2	केंद्रीय विद्यालय का नाम जहां स्थानांतरण चाहिए / Name of the KV where transfer is sought to	
3	विद्यार्थी का नाम / Student Name	
4	कक्षा/Class	
5	वर्तमान विद्यालय में प्रथम प्रवेश की तिथि/ Date of First Admission in present KV	
6	माता का नाम / Mother's Name	
7	विभाग जहां कार्यरत है (प्रमाणपत्र संलग्न करें)। Department in which she is working (attach Service Certificate)	
8	पिता का नाम / Father's Name	
9	विभाग जहां कार्यरत है (प्रमाणपत्र संलग्न करें)/Department in which he is working (attach Service Certificate)	
10	वर्तमान केवी में प्रथम प्रवेश के समय प्रवेश पत्र में उल्लेखित Address mentioned in Admission form at the time of first Admission in present KV	
11	वर्तमान केवी में प्रथम प्रवेश के समय माता-पिता द्वारा प्रस्तुत दस्तावेजी प्रमाण Documentary proof of address submitted by Parent at the time of First Admission in present KV	

Parents to note that if certified supporting documents respect of reason for seeking Local transfer are not submitted or not justified then the application will be summarily rejected without any further correspondence in the context. Principal of Kendriya Vidyalaya at his level to ascertain relevance of documents and collect them and verify with Original and then certify the documents

Parent to write the reason's due to which he is /she seeking local transfer Tick

Descriptive indicator of Reason due to which Local transfer is sought	Pl. Tick	Documents to be submitted by Parents
I am an employee of Central Govt./ Central Autonomous Body/ State Govt./ State Autonomous body and have been allotted a Govt. Quarters and shifting to the quarters. So need admission in the place where the quarters is located.		1) Copy of Gas Connection of old place 2) Copy of Gas connection of present place / Allotment order of staff quarters 3) Residential proof of old place 4) Residential proof of current place 5) Service certificate from competent authority. 6. Medical reports and certificates in support of the claim. 7. Bonafide certificate of the sibling in KV
The student/parent is suffering from serious illness.		
I have purchased / constructed a new house to new location. Previously I was staying in old place So grant me admission in new place I requested for admission		
Sibling of the child whose admission is sought is studying the same school		
Any other reason, please write in the space given below		

I _____ have personally filled the application form and to the best of my Knowle entries made in this application form are true and documents submitted are relevant and supporting cited If anything is found wrong or suppressed and is found at later stages after being granted the local transfer, the approval granted stands cancelled and I would take back my ward(s) to parent KV from where Local transfer approved for new station as I desired. I also understand that mere submission of application for Local transfer does not have any statutory binding on KVS Hyderabad Region to compulsorily accede to the request and accord approval for admission

on local transfer. Also if the enrolment condition in the class section in the Kendriya Vidyalaya where I had asked for admission on Local transfer is not viable to accommodate then I will abide by the decision of Kendriya Vidyalaya Sangathan Hyderabad region.

(पिता माता के हस्ताक्षर)/

Signature of Parent with date & time

Mobile* _____ Email* _____ (*)COMULSORY

वर्तमान प्राचार्य की टिप्पणी / Present KV Principal Remarks and Observations [Please reject the case, if admission is done current academic year]	
1.	यदि केवि से स्थानांतरित होकर आया है तो पूर्व विधालय का नाम / If the student has come or transfer from another KV furnish the details
2.	पिछले और वर्तमान शैक्षणिक वर्षों के दौरान छात्र की उपस्थिति/ Attendance of student during previous and current academic years (Attach a certificate of attendance signed by Principal and class teacher and Office clerk)
3.	प्रवेश के समय का स्थनीय पता (आवेदन पत्र की लगाएं / At the time of first admission, address given in admission form and certified copy of the admission form
4. प्राचार्य की अनुशंसा /Recommendation of Principal	
मैं _____, प्राचार्य केन्द्रीय विद्यालय _____ ने आवेदन पत्र में दिये गए प्रविष्टियों विवरणों और कारणों की व्यक्तिगत रूप से जांच की है और संदर्भित दस्तावेजों / अभिलेखों को मूल दस्तावेजों से सत्यापित किया गया है। सत्यापित होने के बाद मामले को स्थानीय स्थानांतरण के लिए अनुशासित / अनुसंसित नहीं किया गया है। I _____ Principal Kendriya Vidyalaya _____ have personally checked the details furnished in the application form and the documents are verified thoroughly with the original documents after having verified the case is forwarded with recommendation for local transfer / Not recommended for local transfer.	

यह प्रमाणित किया जाता है कि अभिभावक द्वारा भरी गई जानकारी उपलब्ध रिकार्ड से सत्यापित कर सत्यापित कर ली गई है। भविष्य में इस सत्यपन में किसी भी प्रकार के दोष यदि पायी जाती हैं नियमों के अनुसार विभागीय अनुशासनात्मक कार्रवाई के लिए स्वयं को प्रस्तुत करता / करती हूँ।

कक्षाध्यापक के हस्ताक्षर

(प्राचार्य के हस्ताक्षर)

स्थानांतरण के लिए इच्छुक विद्यालय के प्राचार्य की टिप्पणी/ Review remarks of Regional Committee (Please do not recommend any such case for Local transfer if the average strength of class 50 & Above Strict compliance please	
1.	संबंधित कक्षा में औसत विद्यार्थियों की संख्या / Average strength of the class in which local transfer is sought to
2.	प्राचार्य की अनुशंसा / Final Recommendation of Committee
We recommend / do not recommend because	

Name & Signature with date of Regional Committee

Assistant Commissioner' Review of Committee's recommendation

[Please write recommended or not recommended in speaking tone]

We have gone through the application and reviewed it in view of relevant supporting documents and find merit / do not find merit in the application submitted. Hence, we recommend / do not recommend because

Sri Reji V R Nath, AC & Chief Coordinator

Approved /Not Approved
Deputy Commissioner