

APPLICATION FOR LOCAL TRANSFER OF STUDENTS OF KVs

I	Kendriya Vidyalaya from which the Local transfer is sought					
II	Particulars of student(s)[to be filled by KV where the student is studying on the date of application]					
S.No	Name of the student(s)	Category of the parent [I to V/VI]	Class in which presently studying	Date of First admission in KV with class		
				Date	Class	
1.						
2.						
Particulars of Parent / Guardian of student who is seeking Admission on Local Transfer on KV TC						
Name of the Parent / Guardian	Designation	Office address where the parent/guardian is working		Residential address where residing [Proof of residence has to be attached]		
		Mobile No:				
Reasons for seeking Admission on Local Transfer[CTC of Documentary evidence should be attached in support of reason cited for Local transfer] Note: Principal KV where the student is bonafide should attest the document as having verified the original document.						
Date:						
Place:						
Signature of the parent / Guardian						
III	Reasons verified by parent KV Principal where student(s) is/are studying at present					
	1.	Change of residence is cited as reason for seeking local transfer				
	2.	Change of job by parent nearer to KV where local transfer is sought is cited as reason				
	3.	Sibling is studying in KV where local transfer is sought is cited as reason				
	4.	Sibling is admitted newly in the KV where local transfer is sought is cited as reason				
	5.	Ill health of mother / father of parent whose child is studying in KV				
	6.	Ill health of mother / father of child who is a bonafide student of KV				

7.	If any reason(s) other than above Sl. No (1) to (6) then Admission committee of the vidyalaya to write in the space given below.

RECOMMENDATION OF PARENT KV PRINCIPAL

I certify that the reasons cited for Local transfer from KV _____ to KV _____ are genuine and the original documents related to reasons cited by the parent are verified by me personally and CTC of those documents are attached with this local Transfer request of parent. I undertake to state that, the case is genuine under Rule 7 sub-rule (iv) Part A of KVS Admission Guidelines.

Signature of the Principal with date

To be filled by the Principal / Admission Committee / Office of KV where the parent is seeking Admission on Local Transfer

IV	Kendriya Vidyalaya from which the Local transfer is sought				
Particulars of class in which admission is sought by parent on Local Transfer rules of admission guidelines					
Class in which parent is sought	No. of sections	Total strength of all sections together	Average Strength	Section in which admission is feasible (based on strength & if KV is multiple sections KV)	
Reason(s) with documents forwarded by parent KV of the student has been verified and found satisfied with the reasons and case is forwarded to KVS RO Hyderabad for perusal and necessary approval. It is also undertaken to state that, there is vacancy / no vacancy to accommodate the local transfer					
Signature of the Principal with date					
To be done by Office of KVS RO Hyderabad					
The following committee verified the documents in the light of reasons cited by the parent seeking Local transfer and case has merit for consideration and approval of competent authority. The committee recommends the approval of Local Transfer of child.					

Signature of Assistant Commissioner with date

[Dc's Column for Approval of LT under Rule 7 sub-rule (iv) Part - A]

Signature of the Deputy Commissioner