केन्द्रीय विद्यालय संगठन
शिक्षा मंत्रालय, भारत सरकार के अधीन स्वायत संस्थान
संभागीय कार्यालय, कोलकाता
ई॰बी॰ ब्लॉक, सैक्टर-1, लाबोनी, साल्ट लेक, कोलकाता - 700064

KENDRIYA VIDYALAYA SANGATHAN
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फ.25331/2021-22/के.वि.सं.(क्षे.का.)/कोल/शैक्षिक/ दिनांक: 01.04.2022

[E-MAIL ONLY]

To
The Principal,
All Kendriya Vidyalaya, Under
Kolkata Region.

Sub: Local Transfer for the Academic year 2022-23

Madam/Sir,

With reference to the subject cited above this to inform that local transfer will be taken up in this session (2022-23) on the basis of merit as per the decision taken by the committee to be constituted for the purpose and as per the KVS guidelines. Principals are required to follow the below mentioned steps in order to complete the task in a time bound manner:

i. Notice for local transfer should be given in the Vidyalaya notice board by 7th April, 2022. It may also be uploaded in the Vidyalaya website.
ii. Local transfer form (attached herewith) may also be uploaded in the Vidyalaya website.
iii. Parents may be asked to submit three copies of duly filled local transfer forms along with all supporting documents to the KV where the student is presently studying by 18.04.2022.
iv. After filling up all required information sought, Principal (where the child is studying) shall send two copies of the form along with all documents to the concerned Principal (where student wants to get local transfer) within two days of receipt of the forms from the parents.
v. Principal of the KV, where local transfer is sought, shall forward one copy along with all supporting documents to KVS RO, on or before 30.04.2022 with her/his remarks i.e. recommended/not recommended.
vi. Application should not be sent through the Parent.

01/04/22
[Chandana Mandal]
Deputy Commissioner

Encl. : Local transfer form

KENDRIYA VIDYALAYA SANGATHAN, KOLKATA REGION

Application for Local Transfer for the session 2022-23

(To be submitted in Triplicate in the KV where the student is presently studying by the parents)

1. Transfer sought from KV, ……..…….. to KV, ……

2. Name of Student (Capital letter) :

3. Sex :

4. Father's name :

5. Class in which the child is studying (2022-23) :

6. Reason for seeking transfer :

(Enclose the documentary evidence. Medical ground cases should be supported by valid Medical documents issued by the Govt. Hospital/AMA/CGHS).

7. (a) Residential address at the time of admission * :

(b) Present residential address * :

(*Attach any one: Xerox copy of Gas connection, Ration Card, Voter I.D. Card/ Aadhaar Card/Allotment of Quarter in case of Govt. accommodation, Driving license as a proof of residence address)

8. Signature of the parent/guardian with date :

(To be filled in by the KV where the student is studying)
(After filling three copies, two copies are to be sent the KV where local transfer is sought)

1. From which session the child is studying in the KV :

2. Whether the child was admitted on transfer or on fresh admission: On Transferred / As fresh (tick appropriately)

3. Category of the parent (as per school record) :

4. Remarks/recommendation of the Principal :

Signature of Principal
With seal

(To be filled in by the KV where local transfer is sought)
(After filling up two copies, one copy is to be sent to KVS RO Kolkata)

1. Enrolment as on date in the Class in which transfer is sought : No. of section:

2. Remarks/Recommended/Not recommended of the Principal :

Signature of the Principal with seal [To be sent to KVS RO Kolkata along with all documents]