



केन्द्रीय विद्यालय संगठन, क्षेत्रीय कार्यालय, गुवाहाटी
KENDRIYA VIDYALAYA SANGATHAN, REGIONAL OFFICE, GUWAHATI
निप्पसीड रोड, जवाहरनगर, खानापारा,
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संदर्भ संख्या: 20331/03/Acad-KVS(GR)/ 2020-21/ 837-878

दिनांक: 19.06.2020

केवल ई-मेल द्वारा

प्राचार्य

समस्त केन्द्रीय विद्यालय,
गुवाहाटी संभाग ।

विषय: **LOCAL TRANSFER OF STUDENTS FOR THE YEAR 2020-21 – reg.**

महोदया/ महोदय,

Please find enclosed a copy of Local Transfer Form to be distributed to the interested parents of your KV who wants to admit their child to local Kendriya Vidyalaya of same town.

Important Points in this regard are:

01. Parents may be asked to fill up Part-A and enclose the documents showing the genuineness of the ground for seeking local transfer of their ward.
02. In case the reason is on medical ground, the medical certificate should be issued by the Competent Authority.
03. In case of change of address, proper proof of the same is to be attached.
04. The Principal of the present Vidyalaya after satisfying himself/ herself of the reasons and the papers submitted should verify all entries in Part-A and fill in Part-B with remarks if any and put signature & seal.
05. Two copies of the application form may be sent to the Principal of the KV where the child is seeking local transfer.
06. The Principal of the KV, where transfer has been sought should fill Part-C with clear recommendations keeping in mind the existing strength in that particular class and send one copy to the Regional Office (one copy to be retained by the KV for records) for further necessary action.
07. Please note that local transfer forms should be sent to the Regional office only by post or through messenger or through e-mail only.
08. In no case parent should be sent to Regional Office to pursue the matter of Local Transfer. All Principals should **however** behave cordially with parents and prompt action should be taken at their end.

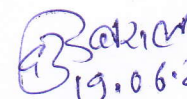
09. Schedule for dealing with local transfer cases:

- (a) Date for issue of Local Transfer Forms to Parents by the present KV – 22nd June 2020 onwards.
- (b) Last date for collection of Local transfer forms from parents by present KV - 15th July 2020.
- (c) Last date to forward Local Transfer form to new sought KV – 20th July 2020.
- (d) Last date to submit Local transfer forms to KVS (RO) Guwahati by the sought KV – 30th July 2020.

10. No forms will be received after 30th July, 2020 by the Regional Office.

यह पत्र सक्षम अधिकारी के अनुमोदन से जारी किया जाता है ।

भवदीय


19.06.2020

(दीपक डबराल)

सहायक आयुक्त

संलग्नक : Proforma for Local Transfer application for the session - 2020-21

केन्द्रीय विद्यालय संगठन, क्षेत्रीय कार्यालय, गुवाहाटी
KENDRIYA VIDYALAYA SANGATHAN, REGIONAL OFFICE, GUWAHATI

Proforma for Local Transfer application for the session - 2020-21

Part: A (To be filled by the Parents)

| | | |
|-------|---|------------------------------|
| 1. | Name of the student | |
| 2. | Class and Section in which studying | |
| 3. | Father's Name | |
| 4. | Mother's Name | |
| 5. | Date of admission in present KV | |
| 6. | Address at the time of admission in present KV | |
| 7. | Category of Parent | |
| 8. | Name of the KV to which local transfer is being sought | |
| 9. | Reason for seeking local transfer (Attach relevant proof/s) | |
| Date: | | Signature of the Parent..... |

| | | | | | |
|--|---|------------------------------------|--|------------------------------|--|
| <p>Part: B (to be filled by the KV where the student is presently studying)</p> <p>Certified that the information furnished at point 1 to 8 above is correct and the proof/s submitted for point 9 is/are in order.</p> <p>Remarks of the Principal (if any)</p> <p style="text-align: right;">(Signature of the Principal)</p> | <p>Part: C (to be filled by the KV where the student is seeking Transfer)</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">Total No. of students in the class</td> <td style="width: 20%;"></td> </tr> <tr> <td>No. of Sections in the class</td> <td></td> </tr> </table> <p>Remarks of the Principal (if any)</p> <p style="text-align: center;">(Recommended/Not recommended)</p> <p style="text-align: right;">(Signature of the Principal)</p> | Total No. of students in the class | | No. of Sections in the class | |
| Total No. of students in the class | | | | | |
| No. of Sections in the class | | | | | |

(For use of Regional Office only)

Local transfer from KV to KV.....
of the student may be allowed/ may not be allowed.

(Assistant Commissioner)

Approved/Not approved

(Deputy Commissioner)