



केन्द्रीय विद्यालय संगठन (क्षेत्रीय कार्यालय)

क. कामराज रोड, बंगलुरु-560 042

केन्द्रीय विद्यालय संगठन (क्षेत्रीय कार्यालय)

क. कामराज मार्ग, बंगलुरु - ५६००४२

Kendriya Vidyalaya Sangathan (Regional Office)

K. Kamraja Road, Bengaluru - 560042

(An Autonomous Body Under MOE, Government of India)

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F. 13331/Adms/KVS(BGR)/2020-21/

Dated: 04.09.2020

The Principal,  
Kendriya Vidyalayas  
(Bengaluru / Mysore / Mangaluru / Hubballi / Belagavi)

Only By E.mail

Sub: Local Transfer of students from one KV to another KV within the same station  
during 2020-21 - reg

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Madam/Sir,

With reference to the subject cited above, Making a reference on the subject cited above, this is to inform you that the case of local transfer of students from one KV to another KV of the same station, will be considered by this office in the 2<sup>nd</sup> / 3<sup>rd</sup> week of October-2020.

You are therefore, requested to inform the same for information of all the concerned parents / guardians. Mere applying for local transfer will not confer right to get local transfer.

Further, the applications of the parents seeking local transfer of students should be considered by following the procedure mentioned below:

1. Local transfer application form enclosed herewith is to be prepared in sufficient number of copies by the KV and made available to the parents on request w.e.f. **14.09.2020** (Monday). **Students admitted during the current session (2020-21) are NOT ELIGIBLE to apply for local transfer except if there is a change in the Govt. Accommodation.** The Principal of the KV where the child is presently studying will furnish the following details in the application form.
  - a. Date of First Admission of the Child
  - b. Class and academic year in which the child was initially admitted.
  - c. Category of the parent
  - d. Department of the parent.

- **Issue and Collection of Forms by school from parents** – **14.09.2020 to 28.09.2020**
- Last date of submission of forms to KVS (RO) by schools – 05.10.2020

2. Principal of the KV where the child is presently studying will keep **one copy** of the application for records, and after endorsement, send remaining **three copies** to the Principal of the KV where admission is desired by the parent on first priority.
3. Principal of the KV where admission is desired will send one copy complete in all respect to KVS (RO) with his complete remarks / recommendation, keeping a copy in the Vidyalaya records and hand over one copy to the parent concerned without fail.
4. All the cases of local transfer will be sent to this office in a lot **serially numbered along with the enclosed excel format** in single lot **by the Principal at Sr. No.3 by 05.10.2020 (Monday)**
5. Preference for local transfer will be given as per the details given below:
  - (i) Allotment of Govt. accommodation in recent past.
  - (ii) Shifting of residence to their own house.
  - (iii) Brother/Sister is studying in the KV where local transfer is sought (excluding those admitted during **2020-21**)
  - (iv) Medical cases with valid medical certificates
  - (v) Distance from the KV/nearest to KV
  - (vi) Any other valid reason as deemed fit
6. No local transfer applications will be entertained after 05.10.2020 (Monday). This information about the local transfer dates etc. may be put prominently on your vidyalaya **Notice Boards / Website.**

This issues with the approval of the Deputy Commissioner.

Yours faithfully,

*G. A. Narasimham*  
03/9/2020  
(G. A. NARASIMHAM)  
Assistant Commissioner

Encl: As above

**KENDRIYA VIDYALAYA SANGATHAN – BENGALURU REGION**  
**APPLICATION FOR LOCAL TRANSFER FOR THE YEAR 2020-21**

- 01 Name of the pupil(in capital letters) :
- 02 Class in which the child is studying during :  
2020-21
- 03 KV where studying :
- 04 Date and Class of initial admission in :  
present KV
- 05 Category of the parent (as per KVS : Cat I/II/III/IV/V/VI  
Admission Guidelines – Please tick)
- 06 Name of the Vidyalaya to which local :  
transfer is sought(order of priority)
- (i) \_\_\_\_\_  
(ii) \_\_\_\_\_  
(iii) \_\_\_\_\_
- 07 Present residential address : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- 08 Reason for requesting transfer(full :  
particulars to be furnished along with  
supporting documentary proof)
- \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- 09 If brother/sister of this pupil is studying in other KV, details thereof (certificate from  
the Principal of the KV to be submitted).
- Name of the brother / sister : \_\_\_\_\_  
Class : \_\_\_\_\_  
Name of KV : \_\_\_\_\_  
Date of admission : \_\_\_\_\_
- 10 List of enclosures :

Certified that the information furnished above is true to the best of my knowledge.

Date: \_\_\_\_\_

Signature of the parent  
Name:

CERTIFICATE FROM THE PRINCIPAL OF KV WHERE THE STUDENT IS  
PRESENTLY STUDYING

This is to certify that Mast/Km \_\_\_\_\_,  
son/daughter of Sh/Smt \_\_\_\_\_ presently studying in Class  
\_\_\_\_\_ and average enrolment of the Class as on date is \_\_\_\_\_. Date of his/her initial  
admission in this KV was \_\_\_\_\_. The address furnished by the parent in the application  
for admission at the time of admission is

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The no. of days KV worked \_\_\_\_\_ and the number of days the student attended  
during the academic year 2020-21 (till date are) \_\_\_\_\_.

Date : \_\_\_\_\_

Signature of the Principal  
with seal

\_\_\_\_\_

CERTIFICATE FROM THE PRINCIPAL OF KV OF FIRST PRIORITY TO WHICH LOCAL  
TRANSFER IS SOUGHT

Certified that the average enrolment of Class \_\_\_\_\_ of this Vidyalaya as on date  
is \_\_\_\_\_ per section. This school has no objection / has objection to take the above  
student(if approved) because \_\_\_\_\_

\_\_\_\_\_

Date : \_\_\_\_\_

Signature of the Principal with seal