



केंद्रीय विद्यालय संगठन
KENDRIYA VIDYALAYA SANGATHAN
क्षेत्रीय कार्यालय आई आई टी कैंपस
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फा .170331/स्था स्था /2023-24/केविसं/ चे.क्षे/4810 - 4864 दिनांक : 04.07.2023

The Principal
All Kendriya Vidyalayas
Chennai Region.

Sub: Transfer of students (Local Transfer) during 2023-24 : reg

Madam / Sir,

With reference to the subject cited above it is to inform that the requests for local transfer (one KV to another KV at same station) in identified KVs would be taken during July, 2023 and in this connection the following information is forwarded herewith for strict compliance :

1. Guidelines for Local Transfer (Annexure I)
2. Tentative Schedule for Local Transfer (Annexure II)
3. Prescribed application form for seeking local transfer (Annexure III)

You are, therefore, requested to take appropriate action as per the instructions / guidelines attached herewith.

Further, it is to inform that the list of Station Coordinators will be sent separately.

This issues with the approval of the competent authority.

Yours faithfully,

(Anil Mohan)
ASSISTANT COMMISSIONER

Encl: as above
Copy to :

1. The Assistant Commissioner KVS RO Chennai
2. The FO I/c KVS RO Chennai
3. The SO I/c (Admn) KVS RO Chennai
4. Guard file

ASSISTANT COMMISSIONER
04/07/23

KENDRIYA VIDYALAYA SANGATHAN REGIONAL OFFICE CHENNAI

Tentative Schedule for Local Transfer during the Session: 2023 -24

S. NO	Activity	Time Line
1	Publicity of Local Transfer Schedule	05 July 2023 to 10 July 2023
2	Distribution of Application Forms & Collection of filled Forms by KVs(where children study)	11 July 2023 to 15 July 2023
3	Submission of Recommended / Not Recommended Forms by KVs (where children presently studying) to the KV/KVs where admission is sought	Upto 18 July 2023
4	Submission of Recommended / Not Recommended Forms by KVs (where admission sought) to Station Coordinators	Upto 19 July 2023
5	Meeting of Station Coordinators with respective KVs concerned(involved in process)	Upto 21 July 2023
6	Meeting of Station Coordinators with DC KVS Chennai Region for Approval and other decisions	Upto 24 July 2023
7	Information of Local Transfers by Station Coordinators to the K.V.s Concerned	Upto 26 July 2023
8	Information of Local Transfers by the concerned KVs (where children presently studying) to the respective parents	Upto 27 July 2023
9	Admission of transferred children in new K.Vs.	Upto 04 Aug 2023

NOTE: KVs concerned which are identified for considering the requests of parents for Local Transfer during 2023-24 should adhere to the above schedule


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KENDRIYA VIDYALAYA SANGATHAN REGIONAL OFFICE CHENNAI

General Instructions for Local Transfer during the Session: 2023 -24**(A) Criteria of eligibility for applying local transfer of students :**

- (I) The Student must complete at least two academic years of stay in the KV.
 - (II) Students of Class III to IX are eligible for applying local transfer.
 - (III) Candidates whose residential address has been changed from the address mentioned at the time of admission are eligible however supportive documents are required.
 - (IV) If the sibling of the student is already studying in the KV where local transfer is sought is eligible to apply local transfer subject to the student has completed at least one year stay in the KV for whom local transfer is required.
In case of Sibling, the local transfer will be considered in the KV having less enrollment.
 - (V) If the admission is done other than RTE Quota.
 - (VI) If transfer of Govt. Servant is involved and the transfer has been done after the date of admission of the ward.
 - (VII) If shifting of family is involved due to change of Govt. accommodation in respect of Govt. Servants.
 - (VIII) If shifting of family is involved due to owning new house by the parent subject to providing supportive documents in this regard.
- (B) Apart from the above mentioned criteria, if local transfer is required on any inevitable grounds, parent may apply with supportive documents of the ground mentioned in the application.
- (C) In case of seeking local transfer in the KV functioning in project sector, parent will have to submit application to the Principal of the KV concerned and the Principal will process the application for obtaining permission of the Chairman.VMC.

Note:

1. The transfer will be considered on the basis of priority category wise stated in Admission Guidelines -2023.
2. Application for local transfer will be considered only up to the class enrolment 50 for category I & II candidates and 45 for other categories.
3. The application for local transfer of candidates submitted with incomplete information or without relevant supportive documents / certificates will stand invalid & will be rejected.
4. Schedule of Local Transfer should be strictly followed.

KENDRIYA VIDYALAYA SANGATHAN REGIONAL OFFICE CHENNAI

Application Form for Local Transfer during the year 2023 -24

Part – 1: To be filled by parents clearly

[Without a proper certificate, no ground for local transfer may be considered]

01. Name of present K.V.:
02. Name of K.V. for transfer :
03. Name of Student :
04. Class & Section :
05. Father's Name :
06. Category of Parent :
07. Admission NO:Date of Admission.....
08. Name of Dept., where working (Attach Certificate) :
09. Address of Residence at the time of Admission in present K.V. (Attach Certificate) :

10. Distance of Residence from present K.V.:
11. Present Residence(Attach Certificate) :
12. Distance of Residence from K.V , Where Willing :
13. If change of residence is involved
 - (a) Date of allotment of Govt. Accommodation
 - (b) Date of entry in newly constructed / bought residence:

14. If siblings are study in other K.V., then give their complete details (Attach Certificate)

S. No	Name of Student	Class & Sec	Name of that K.V.	Date of Admission
1				
2				
3				

15. If Other Grounds, give details (Attach a certificate) :

Date:

Signature of parent:

KENDRIYA VIDYALAYA SANGATHAN REGIONAL OFFICE CHENNAI
Forwarding of Application Form for Local Transfer, 2023 -24

Part – 2: Remarks by Principal of present K. V.

ALL THE INFORMATION FILLED BY PARENT MUST BE VERIFIED PROPERLY

Incomplete application and/or without a proper certificate(s) are not to be forwarded

01. Name of Student : Class & Section :
02. Attendance of student in the current session in K.V. :
03. Local Address at the time of admission (Attach copy of admission form):
04. Name of earlier K.V. from where came on transfer :
05. Average strength of students in class :
06. Recommendation of Principal with reason other than enrolment :
07. Certified that the above information are correct as per available records.

Signature of Principal:

Seal:

Part – 3: Remarks by Principal, KV where admission is sought

Average strength of class :
Recommendation :

Signature of Principal :

Seal :

Part – 4 : Remarks by Station Coordinator

Recommendation :

Signature & Station Coordinator :

Seal :

Part -5: Approval of D.C.

Approved / Not Approved