

केंद्रीय विद्यालय संगठन
क्षेत्रीय कार्यालय आई आई टी काम्पुस
चेन्नै - 600 036

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KENDRIYA VIDYALAYA SANGATHAN
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F.170331/Local Transfer/2020-21/KVS(CHER)

Date 01.07.2020

The Principal
All Kendriya Vidyalayas
Chennai Region.

Sub : Admission on Local Transfer for the year 2020-21

Madam/Sir,

In continuation to this office letter dated 18.06.2020 regarding admission of students on KV TC / ARMY TC, etc it is to inform that the competent authority has decided to invite applications from the parents seeking local transfer of their wards from one KV to another KV, within the same station, as already communicated vide letter referred above, for the academic year 2020-21.

In this connection, you are requested to note the following time line and guidelines to ensure hassle free processing of applications to mitigate the hardships of parents:

A) Timeline

S No	Description	Last Date / Remarks
1	Last date for submission of application by the parent to the Principal KV where the student is studying	15 th July, 2020 (Wednesday)
2	Last date for forwarding applications to the Principal KV where local transfer sought by the Principal KV where the child is presently studying	25 th July, 2020 (Saturday)
3	Last date for submission of applications to the Regional Office by the Principal KV where local transfer sought (should be submitted in one bunch only)	5 th August, 2020(Wednesday)
4	Issuing of local transfer orders	Latest by 20 th August, 2020 (Thursday)

Contd....2/-

B) Guidelines

1. The local transfer application should be submitted in the prescribed form enclosed herewith duly signed by both the Principals of KVs
2. The following documents are to be attached to the local transfer application
 - i) Residence Proof for change of residence (old and New) viz. Xerox copy of Gas connection, Ration Card, Voter I.D. Card/ Aadhaar Card etc
 - ii) Transfer of parent within the city limits - copy of transfer order of parent, if applicable
 - iii) Allotment of Government accommodation - copy of qtrs allotment order
 - iv) Health / Medical grounds - Medical documents issued by the Govt. Hospital/AMA/CGHS
3. A student should have completed one academic year / one year in present KV to seek local transfer to another KV
4. The KV where student is studying will prepare KV-wise list and send all the applications in one bunch to the respective KVs where local transfer is sought.
5. The Principal KV where local transfer is sought can send all the applications to this office by the stipulated date. The particulars of the students seeking local transfers should be furnished to this office in the EXCEL format as given below along with applications :

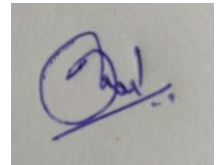
S No.	Name of student	Name of father	Category	Class	Date of admission in KV	Average Enrolment as on 31.07.2020	Present KV	Local transfer sought to KV

You may inform all the parents through appropriate mode of communication about the timeline for local transfers besides keeping it on the notice board of Vidyalaya and uploading on the website of KV. Applications should not be sent through any Parent. Further, as already communicated, visitors are regulated as per the instructions of Min of Home Affairs, Govt of India to prevent the spread of Covid-19 and hence all the parents should be advised not to visit this office for knowing the status of application or making any further requests.

You are also requested to inform all the parents that mere submission of application will not entitle them for getting local transfer for their ward.

This issues with the approval of the competent authority.

Yours faithfully,



(T. Brahmanandam)
Assistant Commissioner

Encl : as above.

Copy for information to :

1. The Assistant Commissioner KVS RO Chennai.
2. SO I/c Admn KVS RO Chennai.
3. PA to DC KVS RO Chennai

Sd/-
Assistant Commissioner

KENDRIYA VIDYALAYA SANGATHAN, CHENNAI REGION

Application for Local transfer for the year 2020-21

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

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:
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.

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

(b) Present residential address * :

(Residential proof of **a & b both are to be attached**)

(*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)

7. Signature of the parent/guardian with date :

(To be filled up 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 year the child is studying in your KV :
2. Whether the child admitted on transfer or fresh admission :On Transferred / As fresh.
(**tick proper place**)
3. **Category of the parent (must be filled up) :**
4. Roll strength of class. : No. of sections_____ Strength _____
5. Remarks/recommendation of the Principal :

Signature of Principal
With seal

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

1. Enrolment as on date : No. of section_____ enrolment_____
2. Remarks/Recommended/Not recommended of the Principal :

Signature of the Principal
with seal

Approved/Not approved. (to be filled up by RO)