



केन्द्रीय विद्यालय संगठन / KENDRIYA VIDYALAYA SANGATHAN
क्षेत्रीय कार्यालय, आगरा / REGIONAL OFFICE, AGRA
(मानव संसाधन विकास मंत्रालय के अधीन, भारत सरकार)
(Under Ministry of HRD, Govt. of India)
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F.30331/2018-19/KVS/RO/Agra/Acad/Local Transfer

Date:- 09.04.2018

To,
The Principal,
All Kendriya Vidyalayas,
Agra Region

Sub: Transfer of students from one KV to another KV within the same station i.e. local transfer - reg.

Madam / Sir,

It's brought to the notice of all the principals that in the last year some principals were confused about local transfer cases and cases of transfer on T. C. In this regard it's clarified that cases of transfer of students from one KV to another KV within the same station/city on the following grounds will be treated as local transfers:

- Change of Government accommodation
- Transfer of parent
- Change of residence
- Other compassionate grounds

All other cases will be treated as cases of transfer on TC and will be allowed anytime during the academic year whereas the cases of local transfer will be considered only after the completion of process of fresh admissions after 30th April 2018.

It has been observed that parents are not counselled properly at the school level about local transfers and they report to this office at any time causing inconvenience to this office and at the same time parents as well to get troubled by wasting time and money unnecessarily whereas the action is to be started from the school where the student is studying presently.

You are, therefore, requested to inform the parents about local transfer and it should be made clear that transfer of child is subject to availability of vacancy and cannot be claimed as a matter of right. However, genuine cases to be considered on above mentioned grounds, should be sent with **specific comments/ recommendation** of the concerned Principals for consideration of the competent authority but due prudence be accorded while such cases are forwarded by both the principals where the child is studying and where he/she wants to seek admission.

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The schedule for local transfer for the session 2018-19 is given below.

S. no.	Date	Action
1	1.05.2018 to 31.07.2018	Issuing of format to the needy students/parents and publicity of the process
2	01.05.2018 to 05.05.2018	Submission of the forms to the Principal where the child is studying and his/her comments.
3	08.05.2018	Forwarding of the application to the Principal where the local transfer is to be sought for his/her recommendations.
4	10.05.2018	Submission of the applications to the Regional Office by the principal of the Vidyalaya where the admission is to be sought.
5	16.05.2018	Issuing of orders of local transfer by R. O.
6	30.06.2018	Completion of the process of local transfers.

The filled in applications for local transfers should be forwarded from one KV to another KV and to the Regional Office in the following format.

Sl No	Name of the Student	Father's /Mother's Name	Address	Category of the parent	Class	Date of Birth	Present KV	Strength of the Class	Year of Admission in the present KV	KV where transfer is sought	Strength of the Class	Reason for local transfer

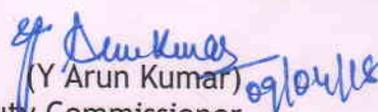
The format for local transfer is attached with this letter as Annexure- A.

In order to facilitate smooth process of local transfer the following is to be complied by all the concerned principals.

- Give due publicity about the schedule of local transfer.
- Parents be advised to submit the duly filled in forms to the Principal of the KV where the child is studying who will forward the forms in the prescribed format to the Principal where the transfer is sought as per the schedule.
- The Principal of the school where the transfer is sought will process all the applications received and after due recommendation will forward in the given format to the Regional office as per the schedule for consideration at RO level
- After due process orders will be issued.

It is requested to accord PERSONAL ATTENTION.

Yours faithfully,


 (Y Arun Kumar)
 Deputy Commissioner

Encl: As stated above