



तत् त्वं पृषन् अपावृणु  
केन्द्रीय विद्यालय संगठन

**dsUnzh; fo|ky; laxBu**  
KENDRIYA VIDYALAYA SANGATHAN  
क्षेत्रीय कार्यालय (REGIONAL OFFICE)  
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F.230331 (12) /Admission/2018-KVS /(JPR)//Acad/ Local transfer

Dated: 25-4-2018

E-MAIL

**'Personal attention of all Principals'**  
**'Very Important'**

The Principal  
All Kendriya Vidyalayas,  
Jaipur Region.

Sub: **Local Transfer of students' from one KV to another KV-2018- reg.**

Sir/Madam,

It has been decided that the genuine cases of Local transfer of students will be settled at the city/station level. The students seeking local transfer from one KV to another KV within the city/station will be decided by the Principals of the local KV of the city/station. In this regard, following guidelines are to be followed:-

1. Kindly give it publicity among the students and obtain the applications in the enclosed proforma. (copy of form enclosed)
2. The schedule to complete the local transfer of students will be as under:-

	Activity	Ending Date
1	Publicity among the students	By 28 <sup>th</sup> April,2018
2	Obtaining application forms	By 2 <sup>nd</sup> May,2018
3	Meeting of the Principals of city/station for finalizing Transfer cases(to be headed by respective Cluster Incharge/ Senior most Principal on the station/city.	By 5 <sup>th</sup> May,2018
4	Issuance of orders of local transfer under the signature of Cluster In-charge Principal/Sr. Most Principal of the city /station	On or before 7 <sup>th</sup> May,2018
5	Admission process to be completed	On or before 12 <sup>th</sup> May,2018

3. The guidelines for local transfer are well-known to all the K.Vs. However, it is reiterated that the child must have completed one academic year in a particular class before seeking such transfer.
  - (a) The distance of the child's residence from the parent K.V should be given due consideration.
  - (b) **While making such transfer the upper limit of class strength should be kept in mind and if no vacancy exists, the local transfer should not be done.**
  - (c) Cases related to medical ground may also be considered keeping in view the need of the situation.
4. An action taken report should reach to this office by 20<sup>th</sup> May, 2018
5. The time line given is to be adhered to positively. .

Yours faithfully,

(Jaideep Das)  
Deputy Commissioner

Encl: Proforma

Copy to:-

The Assistant Commissioner(s) KVS(RO) Jaipur for information. .

Deputy Commissioner