



केन्द्रीय विद्यालय संगठन / Kendriya Vidyalaya Sangathan

अधीनस्थ मानव संसाधन विकास मंत्रालय ए भारत सरकार

Under Ministry of HRD, Govt. of India

क्षेत्रीय कार्यालय, जम्मू / Regional Office, Jammu

राजकीय चिकित्सालय मार्ग / Govt. Hospital Road

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Website: [www.kvsrojammu.org](http://www.kvsrojammu.org) e.mail:jammuackvs@yahoo.in

No. 240331/2018-19/KVS(JR)/Local Tr.

Dated:-13.05.2019

The Principal  
All Kendriya Vidyalayas  
Jammu Region

Subject: Local transfer of students for all classes (except class-XI) **from one KV to another KV with in the same station;** not covered under the definition of "transfer" stated in para-2(iii) of Part-A of Guideline for admissions in Kendriya Vidyalayas for session 2019-20

Sir/Madam,

With reference to Part-A, Clause 7(iv) of KVS Admission Guidelines for session 2019-20 on the subject captioned above, it is to be stated that local transfer of students for all classes (except class-XI) from one KV to another KV with in the same station will be considered on parent's request and will be decided on merit subjected to fulfilling other conditions laid down for the purpose. In order to regulate and facilitate the process of local transfer an application form has been devised which is attached herewith (Annexure-I). You are requested to follow subsequent instructions to mitigate possible complaints in this regard:

1. Give due publicity about issue of an application form for local transfer by keeping a notice at prominent places in KV and making announcement in the morning assembly and through class teachers also for convenience of students.
2. The local transfer application form should be made available to the parents on request w. e. f. 01.06.2019
3. The parents shall fill the application form in quadruplicate and submit to the Principal of the KV, where the child is presently studying, along with relevant documents w. e. f. 12.06.2019 to 25.06.2019 during school hours on each working day.
4. The Principal of KV, where the child is presently studying, will return one copy of the application form to the parent as acknowledgement for having received the form, keep one copy for school record and send remaining two copies to the Principal of the KV to which transfer is sought by the parent, latest by 30.06.2019
5. The Principal of KV, where admission is sought, will compile all the cases received from different KVs for local transfer in the following Performa (in the Excel Sheet and soft copy) between 02.07.2019 to 06.07.2019 and send it to this office through email on email id : [kvsrojammu@gmail.com](mailto:kvsrojammu@gmail.com) repeat on email id : [kvsrojammu@gmail.com](mailto:kvsrojammu@gmail.com) only.

S.N	Student's Name	Father's Name	Class	From KV	To KV	Parent's category for priorities in admissions (i.e. I to VI)	Enrollment position per section in the class as on 30.06.2019	Reason for local transfer	Date Of Admission to the present KV as mentioned at s.no.6 in application form	Admitted on KV TC/Non KV TC	Name of supportive documents enclosed with application

6. All application forms should be processed and submitted by the Principal, KV to which students seek local transfer, to this office in a single bunch with his / her specific remarks along with hard copy of above Performa so as to reach this office latest by 06.07.2019. Only one copy of the application along with its enclosures may be sent to this office remaining one copy should be kept for Vidyalaya record.
7. No local transfer cases will be considered after 06.07.2019 in first phase and for any delay in this regard concerned Principal will be held responsible therefore you are requested to inform all students about scheduled dates for local transfer.
8. All cases will be considered together by the committee consisting of Principals and Assistant Commissioner in the second week of July- 2019 and approved list of selected students for local transfer will be uploaded on website of KVS (RO) Jammu [www.kvsrojammu.org](http://www.kvsrojammu.org) on 15.07.2019 and same will be intimated to the concerned KVs.
9. Parents may be advised to withdraw the TCs only after getting the permission from this office. In no case parent should be directed to visit KVS (RO) Jammu directly for seeking local transfer.

This is issued with the approval of competent authority.

Encl : As Above (Annexure-I)

Yours faithfully

  
13/05/19  
(D.P. Patel)

Assistant Commissioner

**KENDRIYA VIDYALAYA SANGATHAN (REGIONAL OFFICE) JAMMU**

**PROFORMA FOR LOCAL TRANSFER OF STUDENTS (2018-19)**

(Ref.: Part-A/clause-7(iv) of KVS Admission Guidelines for session-2018-19)

To be filled in by the parent and submitted (**IN QUADRUPLICATE**) to the Principal of KV where the student is studying, for its onward submission to the Deputy Commissioner, KVS, RO, JAMMU

**PART-I**

Sl. No	Particulars	Required information
01	Name of the student(In block Letters)	
02	Father's/Mother's name	
03	Residential Address of the parent: with phone No	
04	Official Address of parent with phone No if any.	
05	Name of KV where presently studying	
06	Date of Admission in the present KV And Class to which admitted	
07	Class in which studying now	
08	Was it fresh admission or admitted on KV TC	
09	Name of KV to which local transfer is sought	
10	Justification for seeking transfer ( With Supporting documentary proof)	
11	If brother/sister of this pupil is studying in other KV, details thereof( Certificate from the Principal of the KV to be furnished)	1. Name of brother/sister: 2. Class: 3. Name of KV: 4. Date of Admission:
12	List of enclosures	1. 2. 3.
13.	Parent's Category for priority in admission (i. e. from I to VI)	

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

Place:

Dated:

Signature of parent/guardian

**PART-II**

**(CERTIFICATE FROM THE PRINCIPAL OF KV WHERE THE STUDENT IS PRESENTLY STUDYING)**

This is to certify that Master/Kum.....son/daughter of Mr/Mrs..... presently studying in class.....and average enrolment of the class as on date is .....per section. Date of his/her initial admission in this KV is.....The address furnished by the parent in the application at the time of admission was.....  
Any other remark/recommendation.....

Date:

Signature of Principal with seal

**PART-III**

**(CERTIFICATE FROM THE PRINCIPAL OF KV TO WHICH LOCAL TRANSFER IS SOUGHT AT FIRST PRIORITY)**

Certified that the average enrollment of the Class .....as on date is .....  
.....per section and Vidyalaya has sufficient accommodation / futuniture to accommodate the student. No any priority category cases are waiting for admission.

The Case is **recommended for local transfer/ not recommended for local transfer** because .....

Date:

Signature of Principal with seal

.....  
(For use of Regional Office)

Local transfer PERMITTED / NOT PERMITTED

DEPUTY COMMISSIONER  
KVS (RO) JAMMU