

LOCAL TRANSFER OF STUDENTS DURING 2019-2020

IMPORTANT INSTRUCTIONS

1. Parents can apply for local transfer of their wards from one KV to another KV in the same station (i.e., Delhi) from 02-04-2019 to 08-04-2019.
2. Local transfer application form can be obtained from the Vidyalaya office from 02-04-2019 to 08-04-2019 between 10.00 A.M. to 12.00 Noon (First Shift) & 2.00 P.M. to 4.00 P.M. (Second Shift) or can be downloaded from Vidyalaya Website.
3. KV where the student is presently studying will provide two copies of the form to the parent and after endorsement, these two copies the parent will take to the KV where local transfer is desired by the parent.
4. Application forms alongwith all necessary documents from other KVs can be submitted from 02-04-2019 to 08-04-2019 between 10.00 A.M. to 12.00 Noon (First Shift) & 2.00 P.M. to 4.00 P.M. (Second Shift).
5. Display of approved list of the recommended students: 12.04.2019.

Note:-

- Students admitted during the current session 2019-2020 are **NOT ELIGIBLE** to apply for local transfer except on change of Govt. accommodation.
- Mere applying for the local transfer will not confer the right to get local transfer.

Principal
K.V.Sec.-8, Rohini

PART B (To be filled by KV where transfer is sought)

Name of KV :-

To be filled by the Admission In-charge:

S. No.	Name of Student	Name of KV (Prev.)	Class	Shift - 1			Shift - 2		
				No. of Sections	Total Class Strength	Average enrolment	No. of Sections	Total Class Strength	Average enrolment
1									
2									
3									

In case the transfer is sought on **Sibling Case**, the following details may be verified :-

Name and Admission No. of Brother/Sister :

Studying in class/section/ (with stream) :

Verified/Not verified:

Signature of Class Teacher:

Name of Class Teacher:

(SIGNATURE WITH SEAL)
PRINCIPAL
(Present KV where transfer is sought)

KENDRIYA VIDYALAYA SANGATHAN, DELHI REGION

LOCAL TRANSFER APPLICATION 2019-2020

PART A (To be filled by Parent/Guardian)

1	Name of the present K.V.:	Shift:
2	Name of the Student	
3	Class (with stream applicable for XI & XII)	
4	Date of initial Admission with Admission No.	
5	Father's Name/Mother's Name	
6	Parent's Department (Central/State/Any Other) Category	
7	Address as recorded in the Vidyalaya at the time of initial admission (copy of the proof may be attached)	
8	Reason for seeking Transfer	
	Please tick (✓) on relevant reason:-	
	(a) Allotment/Vacation of Govt. Accommodation	()
	(b) Parents' transfer (Cat. I to IV only)	()
	(c) Shifting to/purchase of own house.	()
	(d) Sibling Case	()
	(e) Serious Medical case	()
	(f) Any other reason (as deemed fit by the Principal, including shifting to rented accommodation, subject to availability of vacant seats.	()
	(Please submit the valid proof in support of your reason for Local Transfer (a) to (f)).	Document submitted :- (i) (ii)

Certify that the above information is correct to the best of my knowledge and if at any stage the information submitted is found to be wrong /incorrect I shall forfeit my claim for Local Transfer of my Ward.

(SIGNATURE OF THE PARENTS)

.....
Verified/Not verified

Signature & Name of the Class Teacher with date:
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Certified that the above case is forwarded after verifying the details and relevant papers for seeking local transfer submitted by the parent and duly verified by the Class Teacher.

(SIGNATURE WITH SEAL)

PRINCIPAL

(Present KV where student is studying)