



केन्द्रीय विद्यालय संगठन KENDRIYA VIDYALAYA SANGATHAN

क्षेत्रीय कार्यालय (REGIONAL OFFICE)

92, गांधीनगर मार्ग, बजाज नगर, 92, GANDHI NAGAR MARG, BAJAJ NAGAR, जयपुर / JAIPUR – 302015 (RAJASTHAN)

Website: https://rojaipur.kvs.gov.in/

दिनांक: 20.06.2022

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F.No. 230338(2)/20222-23/KVS(JPR)Acad/I

The Principal
All Kendriya Vidyalayas
Jaipur 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 2022-23.

Madam / Sir,

With reference to Part-A, Clause 7(iv) of KVS Admission Guidelines for session 2022-23 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 consider 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. 01/07/2022.
- 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. 02/07/2022 to 16/07/2022 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 23/07/2022.
- 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 25/07/2022 to 28/07/2022 and send it to this office through email on 29.07.2022 email ld: kvsjpradmission@gmail.com only

S. N.	Studen t's Name	Father' s Name	Class	From KV (Where student is studying)	Enroll. per section in the	To KV (where admiss ion is sought)	Average Enroll. per section in the class as on 01.07.2022	Parent' s categor y for prioritie s in admissi on (i.e. I to VI)	Reaso n for local transf er	Date Of Admissi on to the present KV as mention ed at s.no.6 in applicati on form	Admitt ed on KV TC/No n KV TC	Address of Parent's Residen ce at the time of admissio n as in certificat e	Resident ial Address of the parent now	Recomm ended for local transfer or not by the Principal of KV in which transfer is sought
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
17.4														

- 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 30.07.2022. 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 30/07/2022 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 first week of August 2022 and approved list of selected students for local transfer will be uploaded on website of KVS (RO) Jaipur https://rojaipur.kvs.gov.in on 10/08/2022 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) Jaipur directly for seeking local transfer.

This is issues with the approval of competent authority.

Yours faithfully

(Diggraj Meeha)

Assistant Commissioner

Encl: As Above (Annexure-I)