

केंद्रीय विद्यालय संगठन
क्षेत्रीय कार्यालय आई आई टी कैंपस
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फा.170331/स्था स्था /2021-21/केविसं/ चे.क्षे/ 3767-3821 दिनांक 06.09.2021
प्राचार्य/ The Principal
केन्द्रीय विद्यालय / Kendriya Vidyalayas
Chennai Region.

विषय: छात्रों का स्थानांतरण 2021-22
Sub: Transfer of students (Local Transfer) of Classes IX to XII during
2021-22 : reg

Madam / Sir,

Please refer to this office letter dated 09.07.2021 on the subject cited above wherein it was informed that the transfer of students from one KV to another (Local transfer) was kept in abeyance as teaching learning process was done through online more only.

However, schools have now been re-opened for students of Classes IX to XII wef 01.09.2021 and this office has been receiving requests from parents seeking transfer of students from one KV to another (Local Transfer).

In view of the above, it has been decided by the competent authority to invite application from the parents for local transfer in respect of students studying in Classes IX to XII. It is further clarified that the transfer of student among / between KVs mentioned below are only covered under local transfer:

1. 14 KVs of Chennai
2. KVs at Kalpakkam (No.1 & No.2 Kalpakkam)
3. KVs at Pondicherry (No.1 & No.2 Pondicherry)
4. KVs at Trichy (3 KVs)
5. KVs at Madurai (No.1 & 2 Madurai)
6. KVs at Arakkonam (Arakkonam & Thakkolam)
7. KV Sulur and KV Coimbatore
8. No.1 & 2 Port Blair

The prescribed format for submitting applications is attached herewith for necessary action. The applications submitted by the parent will initially be processed by the KV where child is studying and will be forwarded to the KV where local transfer is sought for further onward submission to Regional Office as per the guidelines given below :

1. The local transfer application should be submitted in the prescribed form enclosed herewith duly signed by both the Principals of KVs
2. The following documents are to be attached to the local transfer application
 - i) Residence Proof for change of residence (old and New) viz. Xerox copy of Gas connection, Ration Card, Voter I.D. Card/ Aadhaar Card etc
 - ii) Transfer of parent within the city limits - copy of transfer order of parent, if applicable
 - iii) Allotment of Government accommodation - copy of qtrs allotment order
 - iv) Health / Medical grounds - Medical documents issued by the Govt. Hospital/AMA/CGHS

Contd..2/-

3. A student should have completed one academic year / one year in present KV to seek local transfer to another KV
4. The KV where student is studying will prepare KV-wise list and send all the applications in one bunch to the respective KVs where local transfer is sought.
5. The Principal KV where local transfer is sought can send all the applications to this office by the stipulated date. The particulars of the students seeking local transfers should be furnished to this office in the EXCEL format as given below along with applications in Original :

S No.	Name of student	Name of father	Category	Class	Date of admission in KV	Average Enrolment as on 31.08.2021	Present KV	Local transfer sought to KV
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The last date for submission of application with all supporting documents to Regional Office Chennai is **20.09.2021**.

यह सक्षम अधिकारी के अनुमोदन पर जारी किया जाता है।
This issues with the approval of the competent authority.

भवदीय,

टी. ब्रह्मानंदम
(टी ब्रह्मानंदम)
सहायक आयुक्त

Copy to :

1. PA to DC KVS RO Chennai
2. FO KVS RO Chennai / SO I/c (Admn) KVS RO Chennai
3. Notice Board of RO Chennai
4. Guard file

टी. ब्रह्मानंदम
सहायक आयुक्त

KENDRIYA VIDYALAYA SANGATHAN, CHENNAI REGION

Application for Local transfer for the year 2021-22

(To be submitted in Triplicate in the KV where the student is presently studying)

1. Transfer sought from KV _____ to KV _____
2. Name of Student (Capital letter) :
3. Sex :
4. Father's name :
5. Class in which the child is studying :
6. Date of Initial Admission in KV with class:
7. Reason for seeking transfer :

(Enclose the documentary evidence. Medical ground cases should be supported by valid Medical documents issued by the Govt. Hospital/AMA/CGHS)

1. (a) Residential address at the time of admission * :

(b) Present residential address * :

(Residential proof of a & b both are to be attached)

(*Attach any one : Xerox copy of Gas connection, Ration Card, Voter I.D. Card/ Aadhaar Card/Allotment of Quarter in case of Govt. accommodation, Driving license)

7. Signature of the parent/guardian with date :

(To be filled up by the KV where the student is studying)

(After filling three copies, two copies are to be sent the KV where local transfer is sought)

1. From which year the child is studying in your KV :
2. Whether the child admitted on transfer or fresh admission : On Transferred / As fresh. (tick proper place)
3. Category of the parent (Cat I/II/III/IV/V/VI)(must be filled up) :
4. Roll strength of class. : No. of sections _____ Strength _____
5. Remarks/recommendation of the Principal :

**Signature of Principal
With seal**

(To be filled up by the KV where local transfer sought)

(After filling up two copies, one copy is to be sent to RO)

1. Enrolment as on date : No. of section _____ enrolment _____
2. Remarks/Recommended/Not recommended of the Principal :

**Signature of the Principal
with seal**

Approved/Not approved. (to be filled up by RO)