



केन्द्रीय विद्यालय संगठन, क्षेत्रीय कार्यालय, राँची
शिक्षा मंत्रालय, भारत सरकार के अधीन स्वायत्त संस्थान
KENDRIYA VIDYALAYA SANGATHAN, REGIONAL OFFICE, RANCHI
(Under Ministry of Education, Govt. of India)
के.वि. नामकुम परिसर, नामकुम राँची, झारखंड-834010
KV, Namkum Campus, Namkum, Ranchi, Jharkhand-834010
फोन: 9264436970(DC), 9102992109 (AC), 9102992107(AO), 9102992108(FO)
Website: <https://roranchi.kvs.gov.in/>, E-mail: dcroranchi@gmail.com,
acroranchi@gmail.com, fororanchi@gmail.com

फा.40029/के.वि.सं./क्षे.का.(राँची)/शैक्षिक/2023/ 107 - 49

दिनांक : 01.06.2023

By email

The Principal
All Kendriya Vidyalaya's
Ranchi/Dhanbad/Bokaro City

Subject:- Local transfer of students' from one KV to another KV within the same station during 2023-24 – reg.

Madam/Sir,

With reference to the subject cited above, this is to inform you that the cases of local transfer of students from one KV to another KV of the same station will be considered by this office in the 1st/2nd week of July 2023.

You are requested to inform the same to all the concerned parents/guardians. Mere applying for local transfer will not confer the right to get local transfer.

Further, the application of the parents seeking local transfer of students should be considered by following the procedure mentioned below:-

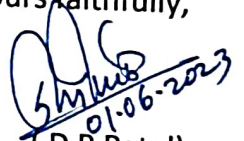
1. Local transfer application form enclosed herewith is to be prepared in sufficient number of copies by the KV and made available to the parents on request from 17.06.2023 (Saturday) in triplicate.
2. Students admitted during the current session 2023-24 are NOT ELIGIBLE to apply for local transfer except, if there is a change in the Govt. accommodation.
3. Principal of KV where the child is presently studying will furnish the details as in the application form.
4. Issue of forms and collection of forms by school from parents will be from 17.06.2023 to 24.06.2023
5. Principals of KV where the child is presently studying (KV-X) will send remaining two copies to the Principal where admission is desired by the parent on first priority (KV-Y). These Schools will forward the documents to the KV where admission is sought from 26th June to 30th June 2023 and handover a copy to parent concerned without fail.

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1. Principal of KV where admission is desired (KV-Y) will send one copy complete in all respect to KVS Regional office with his complete remarks for recommendation keeping a copy in the Vidyalaya record.
2. All the applications of local transfer will be sent to this office (KVS RO-Ranchi) serially numbered in a single lot along with the details in enclosed excel format by the Principal (KV-Y) by 5th July 2023.
3. Preference for local transfer will be given as per details given below:-
 - i. Allotment of Govt. accommodation in recent past
 - ii. Shifting cases with valid medical certificate
 - iii. Distance from the KV/nearest KV
 - iv. Any other reason as deemed fit
4. No local transfer application will be entertained after 05 July 2023. This information about the local transfer date etc. may be put prominently on your Vidyalaya NOTICE BOARD and WEBSITE.

Yours faithfully,


01-06-2023
(D P Patel)

Dy Commissioner

Encls:-

1. Annexure I
2. Excel format

Copy to:- The Assistant Commissioner, KVS RO-Ranchi for information and necessary action.

ANNEXURE-I

**KENDRIYA VIDYALAYA SANGATHAN (REGIONAL OFFICE) RANCHI
PROFORMA FOR LOCAL TRANSFER OF STUDENTS (2023-24)
(Ref.: Part-A/clause 7(iv) of KVS Admission Guidelines for session 2023-24)**

To be filled in by the parent and submitted (IN QUADRUPPLICATE) to the Principal of KV where the students studying, for its onward submission to the Deputy Commissioner, KVS, RO, RANCHI.

PART-I

S.No	Particulars	Required Information
1.	Name of the student (in block Letters)	
2.	Father's/Mother's name	
3.	Residential Address of the parent: with phone No	
4.	Official Address of parent with phone No if any.	
5.	Name of KV where presently studying	
6.	Date of Admission in the present KV and Class to which admitted	
7.	Class in which studying now	
8.	Was it fresh admission or admitted on KV TC	
9.	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	
13.	Parent's Category for priority in admission (i. e. from 1 to VI)	

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

Place:

Dated:

Signature of
parent/guardian

(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 enrollment 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:
Principal with seal

Signature of

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/ furniture 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:
Principal with seal

Signature of

(For use of Regional Office)

Local transfer PERMITTED/ NOT PERMITTED

Deputy Commissioner
KVS RO RANCHI

