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fnYyhlaHkkxDELHI REGION
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JNU CAMPUS, NEW MEHRAULI ROAD
ubZfnYyh]NEW DELHI - 110067-01

F.no190350/Academic/2019-2020/KVS(DR)/AC(SBS)

दिनांक: 28-03-2019

Only by email

The Principal
Kendriya Vidyalayas
Delhi Region

Subject: Local Transfer of Students from one KV to another KV within the same station during 2019-2020-reg

Madam/sir

With reference to the above cited subject, you are hereby intimated that cases of local transfer of students from one KV to another KV in the same station will be considered by this office from 01-04-2019 to 08-04-2019.

You are therefore, requested to notify the same, for information to all the concerned parent/guardians. Inform the parents that mere applying for the local transfer will not confer the right to get local transfer.

Further, the applications 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 w.e.f 01-04-2019 to 08-04-2019. Students admitted during the current session 2019-2020 are NOT eligible to applying for local transfer except on change of Govt accommodation. (Annexure-I)
2. Principal of the KV where the student is presently studying will give two copies of the form to the parent and after endorsement, these two copies the parent will take to the school where local transfer is desired by the parent.
3. Principal of the KV where admission is desired by the parent will keep one copy of the application for further processing at school level. Another copy after endorsement will be given to the parent for their record.
4. Principal where admission is desired will collect all the application from the parents desiring to admit the child in your school and will fill in the details in the proforma attached herewith (Annexure-2) and send the filled in consolidated list to RO on 09-04-2019 by 11 am with principal's recommendation.

5. RO will send the approved list of the recommended students on 11-04-2019(A/N).
6. The admission process of the recommended students must be completed by 30-04-2019.
7. Second round of local transfer will start from 20-04-2019. Collect all the applications from the parents and send the consolidated list by 10-05-2019.
8. Third list of local transfer to be finally send to RO on 30-06-2019 after collecting all the applications from the parents from 10-05-2019 to 29-06-2019.
9. Please do not send the parents to RO and even instruct your admission in-charge the same.
10. Preference for local transfer will be given as per the details given below:
 - (a) Allotment/vacation of Govt accommodation in recent past
 - (b) Shifting of residence to their own house.
 - (c) Brother/Sister is studying in the KV where local transfer is sought(excluding those admitted during 2019-2020)
 - (d) Medical Cases with valid medical certificates.
 - (e) Distance from the KV to the nearest KV
 - (f) Any other reason deemed fit.
11. No local transfer application will be entertained after 30-06-2019.
12. As per admission guidelines, admission of children with KV TC will be granted by the **Principal**,(over and above class strength) if parent has been transferred from one station to another up to class strength of 55.
13. In all other cases where transfer of the parent is not involved, the admission with KV TC would be done only with the prior approval of the Deputy Commissioner. If parent approaches the school, then the enrollment of that particular class to be filled in the form meant for local transfer and handed over to the parent with the instruction to approach RO.
14. This information about the local transfer dates etc may be prominently displayed on your Vidyalaya Notice Board/ website.
15. Shift change will be done only for sibling as per the circular circulated last year. Inform the parents the same. Please do not send the parents to the Regional Office. Rules for shift change remain the same i.e. up to 45 it can be done at Vidyalaya level with the concurrence of VMC Chairman.

This is issued with the approval of competent authority.

Shilbala Singh
Assistant Commissioner

