

<p>केन्द्रीय विद्यालय संगठन (मानव संसाधन विकास मंत्रालय, भारत सरकार) संभागीय कार्यालय, कोलकाता ई.बी. ब्लॉक, सेक्टर-1, लाबोनी, साल्ट लेक कोलकाता - 700064</p>	 <p>सत्यं त्वं पुनः ब्रह्मसु केन्द्रीय विद्यालय संगठन</p>	<p>KENDRIYA VIDYALAYA SANGATHAN (Ministry of HRD, Govt. of India) <b>REGIONAL OFFICE, KOLKATA</b> EB Block, Sector-I, Laboni, Salt Lake, Kolkata-700064</p> <p>☎ (033) 23376998(DC)/ 23219490(ACs)/ 23596099(AO/FO) ☎ (033) 23379335</p>
<p>ई-मेल: kvskolkata@yahoo.co.in वेबसाइट: www.kvsrokkolkata.org.in</p>		

फ. 25331/01/15-16/के.वि.एस.(शैक्षिक)/

दिनांक : 19.06.2017

**E-MAIL ONLY**

सेवा मे,  
प्राचार्य  
कोलकाता संभाग के अन्तर्गत  
सभी केन्द्रीय विद्यालय

विषय : वर्ष 2017-18 मे के वि स्थानांतरण प्रमाणपत्र के आधार पर स्थानीय प्रवेश.

महोदय/महोदया,

With reference to the subject cited above, this to inform you that permission for local transfer will be granted by this office on merit basis. I am to enclose herewith the Local Transfer Format for your information. The Local transfer format may be uploaded in your Website **immediately**. The said information may also be displayed in the entrance gate as well as in notice board. The parents will submit three copies of applications along with supporting documents to the KV where the child is studying.

After filling up all the points, Principal (where the child is studying) will send two copies along with all documents to the concerned Principal (where student wants to get local transfer) **on or before 30<sup>th</sup> June, 2017**. Principal of the Vidyalaya, where local transfer is sought, will forward one copy along with all supporting documents to KVS RO **by 8<sup>th</sup> July, 2017** with his remarks i.e. **recommended/not recommended** or **any other remarks**. Application should not be sent through the Parent. All cases of Local Transfer will be settled by this office by 20<sup>th</sup> July, 2017.

You are also requested to dispose of the following cases (not admitted during 17-18) at your own level subject to enrolment position i.e., below 55 per section :

1. Involving Parents Transfer (Govt. employee) within the station or transferred where family accommodation not available and consequent upon change of residence.
2. Govt. Employees have been allotted Quarter.

This issues with the approval of the competent authority.

भवदीय  
टी. ब्रह्मानंदम  
(टी. ब्रह्मानंदम) 19/6  
सहायक आयुक्त

संलग्नक:- यथोपरि।

KENDRIYA VIDYALAYA SANGATHAN, REGIONAL OFFICE, KOLKATA  
Application for Local transfer for the year 2017-18  
(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. 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 Ration Card, telephone/Electricity bill, Voter I.D. Card/ Aadhaar Card/Allotment of Quarter in case of Govt. accommodation, Gas connection, Driving license)

7. Signature of the parent/guardian with date :

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(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 (must be filled up) :**
4. Roll strength of class. : No. of sections \_\_\_\_\_ Strength \_\_\_\_\_
5. Remarks/recommendation of the Principal :

Signature of Principal  
With seal

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(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)