



केन्द्रीय विद्यालय संगठन  
KENDRIYA VIDYALAYA SANGATHAN  
(शिक्षा मंत्रालय, भारत सरकार)  
(Ministry of Education, Govt. of India)  
दिल्ली संभाग /DELHI REGION,  
जवाहर लाल नेहरू विश्वविद्यालय नया महरौली मार्ग,  
JNU CAMPUS, NEW MEHRAULI ROAD,  
नई दिल्ली /New Delhi-110067  
दूरभाष सं. Tel. No. 7428933167  
Email Id : ac3rodelhi@gmail.com  
Website : rodelhi.kvs.gov.in



फ०.190350/2023/के.वि.सं (दि०सं०) स० आ०/प०म०

दिनांक : 17.03.2023

The Principal  
Kendriya Vidyalayas  
Under Delhi Region

Subject: Instructions regarding Local and inter region transfer cases, 2023-24-reg

Madam/ Sir,

It is to inform that there is a change this time in proforma and procedure for local and inter region transfer. The revised **proforma "A" for local transfer, "B" for inter region transfer, "C" for Sibling, "D" for consolidated list of local transfer and "E" for consolidated list of inter region transfer** are being sent herewith for the perusal at your end. You are requested to send local transfer cases in proforma A (hard copy) between 28.03.2023 to 04.04.2023, Inter region transfer cases in proforma B (hard copy) between 01.04.2023 to 07.04.2023, sibling cases to be verified in proforma C and send along with proforma A/B as the case may be. You are requested to prepare consolidated list of local transfer in proforma "D" and consolidated list for inter region transfer in proforma "E". Proforma "D" and "E" are to be sent by mail in excel sheet and hard copy along with proforma A/B. Local transfer cases are to be sent by the school (shift-wise) where child is presently studying and inter region transfer by the school (Shift-wise) where transfer is requested.

You are requested to follow the instructions mentioned below:

1. Principal will grant admission of KV TC cases over and above up to the class strength of 55 at their own level if the parents' transfer/allotment of government accommodation is involved both in case of local and inter-region transfer for category- I to IV.
2. Transfer of the parent is considered, if it is more than 20 kms even at the same station.
3. If the transfer of the parent is **not involved**, cases are to be forwarded to this office.
4. Admissions under Special Provision Part-B, Para-2, cases are required to be forwarded after verification by the Principal of concerned school where transfer is requested.

(Poonam Mallik)  
Assistant Commissioner

# केन्द्रीय विद्यालय संगठन, दिल्ली संभाग

## सूचना

सभी अभिभावकों को सूचित किया जाता है कि सत्र 2023-24 में विद्यार्थियों के स्थानांतरण के लिए निम्न प्रोफोर्मा भरा जायेगा |

1. लोकल स्थानांतरण (LOCAL TRANSFER) – प्रोफोर्मा A
2. अंतरक्षेत्रीय स्थानांतरण (INTER REGION TRANSFER) – प्रोफोर्मा B
3. भाई –बहन (Sibling Case) – प्रोफोर्मा C

जो भी अभिभावक अपने बच्चो का स्थानांतरण चाहते है, विद्यालय कि वेबसाइट या विद्यालय से प्रोफोर्मा प्राप्त करके विद्यालय में **04 अप्रैल 2023** से पहले जमा करवा दे | स्थानांतरण से सम्बंधित जानकारी केंद्रीय विद्यालय संगठन, दिल्ली संभाग कि वेबसाइट पर अपलोड की जाएगी | इसके लिए नियमित रूप से **rodelhi.kvs.gov.in** वेबसाइट का अवलोकन करते रहे |

- प्रोफोर्मा A- जिस विद्यालय में विद्यार्थी अध्ययनरत है, उसी विद्यालय में जमा करवाए |
- प्रोफोर्मा B- जिस विद्यालय में विद्यार्थी को स्थानांतरण लेना है, उसमे जमा करवाए |
- स्थानांतरण सूची से पहले अभिभावक अपने बच्चो का स्थानांतरण पत्र (Transfer certificate or TC) नहीं ले, इसके लिए अभिभावक स्वयं जिम्मेदार होंगे |

सहायक आयुक्त

## Local Transfer Application 2023-24

(To be filled by Parent/Guardian)

Name of the Present KV _____		Shift: _____		
1	Name of the Student			
2	Class (stream in case of class XI & XII)			
3	Date of Admission in present KV			
4	Mother's Name & mobile no.			
5	Father's Name & mobile no.			
6	Email ID of Father/Mother			
7	Parent's Department (Central/State/Any Other)			
8	Category of parent (I,II,III,IV,V/VI)			
9	Whether admission under RTE? (Yes/No)			
10	Present Address			
11	Name of KV where transfer is requested. (Mention atleast 3 KVs in nearby localities according to preference)	1.	2.	3.
12	<b>Reason for seeking Transfer: Please tick (✓) wherever applicable:-</b>			
	(a) Parents' transfer (Cat. I to IV only) ( ), (b) Sibling Case* ( ), (c) Shifting to own house ( ), (d) Shifting to rented accommodation ( ), (e) Any other (Mention reason)_____			

Certified that the above information is correct to the best of my knowledge and if at any stage the information submitted is found to be wrong /incorrect, I shall forfeit my claim for Local Transfer of my Ward.

(SIGNATURE OF THE PARENTS WITH DATE)

Certified that the above case is forwarded after verifying the details with the help of records and relevant papers.

(SIGNATURE WITH SEAL)

**Class Teacher:**

Name: \_\_\_\_\_

**PRINCIPAL**

(Present KV where student is studying)

Signature: \_\_\_\_\_

**\*Note: In case of sibling, Proforma C is to be filled and verified by the concerned Principal.**

**Inter-Region Transfer Application 2023-24**  
(To be filled by Parent/Guardian)

1	Name of the Present KV(shift)			
2	Name of Region			
3	Name of the Student			
4	Class (stream in case of class XI & XII)			
5	Date of Admission in present KV			
6	Mother's Name & mobile no.			
7	Father's Name & mobile no.			
8	Whether admission under RTE? (Yes/No)			
9	Email ID of Father/Mother			
10	Parent's Department (Central/State/Any Other)			
11	Category of parent (I,II,III,IV,V/VI)			
12	Present Address			
13	Name of KV where transfer is requested. (Mention atleast 3 KVs in nearby localities according to preference)	1.	2.	3.
14	<b>Reason for seeking Transfer: Please tick (√) wherever applicable:-</b>			
	(a) Allotment of govt. Accommodation (    ), (b) Shifting to own house (    ), (c) Shifting to rented accommodation (    ), (d) Sibling Case* (    ), (e) Any other (Mention reason)_____			

Certified that the above information is correct to the best of my knowledge and if at any stage the information submitted is found to be wrong /incorrect, I shall forfeit my claim for Inter-region transfer of my Ward.

(SIGNATURE OF THE PARENTS WITH DATE)

-----  
Certified that the above case is forwarded after verifying the details with the help of records and relevant papers.

(SIGNATURE WITH SEAL)

**Admission Incharge:**

Name: \_\_\_\_\_

**PRINCIPAL**

(KV of first choice indicated above by the parent)

Signature: \_\_\_\_\_

**\*Note: In case of sibling, Proforma C is to be filled and verified by the concerned Principal.**

**Kendriya Vidyalaya Sangathan, Delhi Region****Proforma C**

(To be filled by KV where sibling is studying)

In case the transfer is sought on **Sibling** basis, the following details are required to be filled:

**Details of Sibling:**

1	Name of KV with shift	
2	Name of student	
3	Class (with stream in case of Class XI and XII)	
4	Relation (Brother/Sister)	
5	Date of admission	
6	Name of mother with mobile no.	
7	Name of father with mobile no.	

-----  
Certified that the above case is forwarded after verifying the details with the help of records and relevant papers.

(SIGNATURE WITH SEAL)

**Verified by Class Teacher:**

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

**PRINCIPAL**  
(KV where sibling is studying)

-----