



ಕೇಂದ್ರೀಯ ವಿದ್ಯಾಲಯ ಸಂಘಟನೆ, ಪ್ರಾದೇಶಿಕ ಕಛೇರಿ ಬೆಂಗಳೂರು  
(ಭಾರತ ಸರ್ಕಾರದ ಶಿಕ್ಷಣ ಸಚಿವಾಲಯದ ಅಡಿಯಲ್ಲಿ, ಸ್ವಾಯತ್ತ ಸಂಸ್ಥೆ)  
ಕೆ. ಕಾಮರಾಜ್ ರಸ್ತೆ, ಬೆಂಗಳೂರು - 560042  
केन्द्रीय विद्यालय संगठन, क्षेत्रीय कार्यालय बंगलुरु  
(शिक्षा मंत्रालय भारत सरकार के अधीन स्वायत्त संस्थान)  
के. कामराज रोड / बंगलुरु - 560042  
Kendriya Vidyalaya Sangathan, Bengaluru Region  
(An Autonomous Body Under Ministry of Education, Govt. of India)  
K. Kamaraj Road / Bengaluru - 560042  
☎ 080-25543757 (DC), 25566360 / 25301227 (AC/AO/FO)

F.13350/Incinerators/KVS (RO) BGR/2022-23/Acad./ 08-64

Date: 05.04.2023

प्राचार्य / The Principal  
केन्द्रीय विद्यालय / Kendriya Vidyalaya  
बंगलुरु संभाग / Bengaluru Region

**TOP PRIORITY/ E-Mail Only**

**Sub: Local Transfers / Other transfers of students from one KV to another KV within the same Region during the 2023-24**

Madam / Sir

With reference to the subject cited above, you are hereby intimated that cases of Local transfer/ Other Transfer cases of students from one KV to another KV of the same Region will be considered in this office as per the details given below. You are therefore, requested to notify the same for information of all the concerned parent/guardians. Mere applying for Local transfer/ Other Transfer will not confer right to get Local transfer/ Other Transfer.

Further, the applications of the parents seeking Local transfer/ Other Transfer of students should be considered by following the procedure mentioned below:

1. Local transfer/ Other Transfer **Application Form** enclosed. Sufficient number of copies of the same to be made available to the parents on their request w.e.f. **15.06.2023 to 30.06.2023. Students admitted during the current session (2023-24) are NOT ELIGIBLE to apply for local transfer/other transfer except change of Govt. Accommodation.**
2. Principal of the KV where the child is presently studying will keep one copy of the application for records, and after endorsement, send remaining 03 copies to the Principal of the KV, where admission is desired by the parent, on first priority.
3. Principal of the KV where admission is desired will send one copy complete in all respect to this office after his/her endorsement, keeping a copy in the Vidyalaya records and hand over one copy to the parent concerned without fail.
4. All the cases of Local transfer/ Other Transfer will be sent to this office in a lot **serially numbered along with the enclosed excel format** (Preferably on 3<sup>rd</sup> & 4<sup>th</sup> of July 2023) by the Principal Concerned.

**Contd. 02**

5. Preference for Local transfer/ Other Transfer will be given as per the details given below:

- (i) Allotment of Govt. accommodation in recent past.
- (ii) Shifting/change of residence to their own house.
- (iii) Brother/Sister is studying in the KV where local transfer is sought
- (iv) (excluding those admitted during **2023-24**)
- (v) Medical cases with valid medical certificates
- (vi) Distance from the KV/nearest to KV
- (vii) Any other valid reason as deemed fit

**6. No Local transfer/ Other Transfer applications will be entertained after 30.06.2023.** This information about the Local transfer/ Other Transfer dates etc. may be put prominently on your vidyalaya **Notice Boards/Website.**

**7. The list of selected candidates in this regard will be Finalized & Displayed in Website / Notice Board on or before 07.07.2023.**

This is issues with the approval of the competent authority.

Yours Faithfully

  
(P.C. RAJU)

Assistant Commissioner

Encl.

1. Local Transfer application format
2. Excel format

Copy to:

1. All AC's, KVS RO BGR - for Information and necessary action.
2. AO & FO KVS RO BGR – for Information only.



Kendriya Vidyalaya Sangathan Regional Office  
APPLICATION FOR TRANSFER FROM ONE K V TO ANOTHER K V  
PART - A (TO BE FILLED BY PARENT)

1	Name of Student	
2	Name of Father / Mother	
3	Official Address of Father/Mother, if serving	
4	Residential Address	
5	Mobile No.	
6	Class in which studying	
7	KV where student is studying at present	
8	Date of admission in present Vidyalaya	
9	KV where the parent is willing to transfer their ward (At-least 3 priorities to be given)	1. _____ 2. _____ 3. _____ 4. _____
10	Reason for transfer. Tick the reason & submit documents in support of the reason  <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="border: 1px solid black; width: 40px; height: 20px; margin-right: 10px;"></div> <div style="border: 1px solid black; width: 40px; height: 20px; margin-right: 10px;"></div> <div style="border: 1px solid black; width: 40px; height: 20px; margin-right: 10px;"></div> <div style="border: 1px solid black; width: 40px; height: 20px;"></div> </div> Medical Ground Allotment of Govt. Accommodation Construction of own house Shifting of Residential Accommodation Any other ground (please mention) <i>If Shifting because of sibling case, give details</i> Name of Sibling _____ Class _____ Name of KV _____	

I hereby declare that the above mentioned information is correct to the best of my knowledge. I undertake full responsibility for any consequences arising out of furnishing wrong information.

Date : \_\_\_\_\_ Name and Signature of the parent \_\_\_\_\_

PART - B (TO BE FILLED BY THE VIDYALAYA WHERE STUDENT IS STUDYING AT PRESENT)

1	Name of KV	
2	Whether student has completed one academic session in your Vidyalaya	
3	Total enrolment in the above mentioned class taken all sections together	
4	Number of sections in the above mentioned class	
5	Average strength in the class i.e. (3/4)	
6	Whether required document(s) for shifting have been submitted?	
7	Are the documents submitted have been verified by the principal?	
8	Total number of students in the class who applied for local transfer in different KVs, if any	
9	What will be effective enrolment in the class if all students who applied for transfer shifted i.e. (3-8)	
10	Remark of the Principal (Recommended/ Not recommended with reason)	

Signature of Principal Date & Seal

Part - C (To be filled by the Vidyalaya where Student is to be transferred)

1	Name of KV	
2	Total enrolment in the above mentioned class taken all sections together where in admission is being sought	
3	Number of sections in the class where admission is being sought	
4	Average strength in the Class i.e. (2/3)	
5	Category of student as per Admission Guidelines (I/II/III/IV/V/VI)	
6	How many students from your Vidyalaya applied for transfer from the above mentioned class	
7	How many applications received by your Vidyalaya from different schools of the station in the above mentioned class	
8	What will be the effective enrolment in the class i.e. (2-6+7)	
9	Remark of the Principal (Recommended/ Not recommended with reason)	

Assistant Commissioner

Signature of Principal Date & Seal

Approved / Not Approved

Deputy Commissioner  
KVS RO BENGALURU

**KENDRIYA VIDYALAYA SANGATHAN REGIONAL OFFICE BENGALURU  
LOCAL TRANSFER OF STUDENTS FOR THE YEAR 2023-24 (PLEASE WRITE IN CAPITAL LETTERS)**

Sl. No	Name of the student	Class	From KV	To KV	Reason for seeking transfer	Category I,II,III,IV,V,VI	Recommendation of Principal
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							