

# KENDRIYA VIDYALAYA AIR FORCE STATION SALUA

Date: 19.07.2024

## LOCAL TRANSFER FOR THE YEAR 2024-25

Details	Schedule
Submission of 3 copies filled up Local transfer form available at Vidyalaya website along with supporting documents.	From 20/07/2024 To 25/07/2024

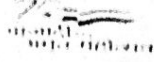
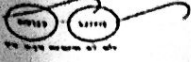
Local transfer form available at Vidyalaya website - <https://afssalua.kvs.ac.in/>

**Last date for submission of Form – 25/07/2024**



**PRINCIPAL**

केन्द्रीय विद्यालय संगठन  
शिक्षा मंत्रालय, भारत सरकार के अधीन स्वायत्त संस्थान  
संभागीय कार्यालय, कोलकाता  
ई०बी० ब्लॉक, सेक्टर-1, लायोनी  
साल्ट लेक, कोलकाता - 700064



KENDRIYA VIDYALAYA SANGATHAN  
An Autonomous Body under Ministry of Education,  
Govt. of India  
Regional Office, Kolkata, EB Block, Sector-1,  
Lahoni, Salt Lake, Kolkata 700064  
Ph : 033 23376998 (DC) / 23219490 (ACs)  
Email : kvskolkata64@gmail.com  
acadrokkolkata@gmail.com  
Web: <https://rokkolkata.kvs.gov.in/>

फ.25340/2024-25/के.वि.सं.(क्षे.फा.)/कोल/शैक्षिक/15980-16043

दिनांक: 19.07.2024

प्राचार्य /The Principal  
समस्त केन्द्रीय विद्यालय / All Kendriya Vidyalaya  
कोलकाता संभाग / Kolkata Region

केवल ई-मेल द्वारा

विषय: सत्र 2024-25 हेतु स्थानीय स्थानांतरण हेतु आवेदन पत्र आमंत्रित/Inviting applications  
of Local Transfer for the session 2024-25.

संदर्भ/Ref.: KVS (HQ) letter No. F.N.11-Acad029(Misc)/31/2024 Date:  
12.06.2024

महोदया/महोदय,  
Madam/Sir,

कृपया केवीएस प्रवेश दिशानिर्देश 2024-25 के भाग-ए, पैरा-7(iii) देखें। इस संबंध में यह स्पष्ट किया गया है कि स्थानीय स्थानांतरण के लिए निम्नलिखित मामलों को उपायुक्त, केवीएस द्वारा स्थानीय स्थानांतरण पर विचार करते समय मामले की योग्यता के आधार पर मंजूरी दी जा सकती है।

Please refer to PART-A, Para-7(iii) of KVS Admission Guidelines 2024-25. In this regard it is further clarified that the following cases for Local Transfer may be approved on the basis of merit of the case, while considering Local Transfer by the Deputy Commissioner..

1. In case of the allotment of Government Accommodation or shifting to own house to/by the parent (Priority Category I to IV in Civil/Defence KV and Priority Category I to V in Project/IHL KV) in previous/current academic session.
2. Circumstances, where Local Transfer is sought by the parent on the basis of Medical Urgency/serious illness of the student/parent.
3. Where sibling of the student is studying in the KV where admission is sought, in such case, the Deputy Commissioner will approve the Local transfer in the either KV which has lesser class strength out of the KVs where siblings are studying.

In case of para 1 & 2 above, Local Transfer may be granted in the KV nearest to the Govt. accommodation / Own House within the class strength of 50. If class strength is beyond 50 then another nearest KV may be considered.

You are requested to note the following points:

- A. Notice for local transfer should be given in the KV's notice board by 20<sup>th</sup> July 2024. It may also be uploaded in the KV's website.
- B. Local transfer form (attached herewith) may also be uploaded in the KV's website.

Contd..

Mr Vikram Kumar  
for N.A  
19/07/24

- C. Parents may be asked to submit three copies of duly filled local transfer forms along with all supporting documents to the KV where the student is presently studying by **25.07.2024**.
- D. After filling up all the required information sought, Principal (where the child is studying) shall send two copies of the form along with all documents to the concerned Principal (where student wants to get local transfer) within two days of receipt of forms from the parents but on or before **27.07.2024**.
- E. Principal of the KV, where local transfer is sought, shall forward one copy of the application along with all supporting documents to KVS Regional Office, Kolkata on or before **30.07.2024** in one bunch with her/his remarks i.e., Recommended/Not Recommended through a Special messenger.
- F. The forwarding letter should bear the name, class, transfer sought from KV - to KV of the student and arranged in proper serial order.
- G. **Late sending of forms will not be accepted at Regional Office.**
- H. Application should not be sent through the parent.

यह सक्षम प्राधिकारी के अनुमोदनोपरांत जारी किया जाता है ।  
This issues with the approval of competent authority.

भवदीय/Yours faithfully,



(संजीव सिन्हा/SANJIB SINHA)

सहायक आयुक्त/Assistant Commissioner

संलग्न/Encl. स्थानीय स्थानांतरण आवेदन पत्र /Local transfer form.

**KENDRIYA VIDYALAYA SANGATHAN, KOLKATA REGION**

**Application for Local Transfer for the session 2024-25**

(To be submitted by the parents in Triplicate in the KV where the student is presently studying)

1. Transfer sought from KV ..... to KV .....
2. Name of the Student (Capital letter) : .....
3. Sex : .....
4. Father's Name : .....
5. Class in which the child is studying (2024-25) : .....
6. Reason for seeking transfer\* : .....
7. Residential address at the time of admission\*\* : .....
8. Present residential address\*\* : .....
9. Signature of the parent/guardian with date : .....

*\*(Enclose the documentary evidence; Medical ground cases should be supported by valid Medical documents issued by the Govt. Hospital/AMA/CGHS)*

*\*\* (Attach any one: Photocopy of Gas connection, Ration Card, Voter I.D. card, Aadhar Card, Allotment of Quarter in case of Govt. accomodation, Driving license as a proof of residence)*

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**(To be filled by the KV where the student is presently studying)**

**(After filling three copies, two copies are to be sent to the KV where local transfer is sought)**

1. From which session the child is studying in the KV : .....
2. Whether the child was admitted on transfer or on fresh admission: ON TRANSFER / AS FRESH (Tick appropriately)
3. Category of the parent (as per school record) : .....
4. Remarks/Recommendations of the Principal : .....

**Signature of the Principal with Seal**

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**(To be filled by the KV where local transfer is sought)**

**(After filling up two copies, one copy is to be sent to KVS RO Kolkata)**

1. Enrolment as on date in the Class in which transfer is sought : ..... No. of sections: .....
2. Remarks/Recommended/Not Recommended of the Principal : .....

**Signature of the Principal with Seal**

**(To be sent to KVS RO Kolkata along with all documents)**