



केन्द्रीय विद्यालय संगठन / KENDRIYA VIDYALAYA SANGATHAN
शिक्षा मंत्रालय, भारत सरकार के अधीन स्वायत्त संस्थान
An Autonomous Body under Ministry of Education, Govt. of India
संभागीय कार्यालय, कोलकाता / Regional Office, Kolkata
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पत्र सं 25331(LT)/2021-22/के.वि.सं.(क्षे.का.) कोलकाता/शैक्षिक

दिनांक-05.04.2021

[E-MAIL ONLY]

To
The Principal,
All Kendriya Vidyalaya,
Under Kolkata Region.

Sub: Local Transfer for the year 2021-2022

Madam/Sir,

With reference to the subject cited above this to inform that local transfer will be taken up in this session (2021-22) on the basis of merit as per the decision taken by the committee to be constituted for the purpose and as per the KVS guidelines. Principals are required to follow the below mentioned steps in order to complete the task in a time bound manner.

- i. Notice for local transfer should be given in the KV's notice board by 7th April, 2021. It may also be uploaded in the KV's website.
- ii. Local transfer form (attached herewith) may also be uploaded in the KV's website.
- iii. 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 **24.04.2021**.
- iv. After filling up all 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 the forms from the parents.
- v. Principal of the KV, where local transfer is sought, shall forward one copy along with all supporting documents to KVS RO, **on or before 30.04.2021** with her/his remarks i.e. **recommended/not recommended**.
- vi. **Application should not be sent through the Parent.**

Yours faithfully,

[Dr. S. Bose]
Deputy Commissioner I/C

Encl. : Local transfer form