

## **Instruction for Local Transfer**

1. Parents are requested to submit local transfer forms in triplets (03 copies).
2. Form must be submitted in the vidyalaya where child is studying alongwith supporting documents.
3. Parents can download local transfer form from vidyalaya website - (bilaspur.kvs.ac.in).
4. Local transfer is applicable for transfer of students from KV CRPF Bilaspur to K V Bilaspur (Gurunanak chowk) and K V Bilaspur (Gurunanak chowk) to KV CRPF Bilaspur only.
5. Forms can be submitted between 05/04/2022 to 10/04/2022 in vidyalaya office. After 10/04/2022 no form will be accepted.
6. Local transfer is subject to the approval of the competent authority as per KVS rules.

**By order**

**KENDRIYA VIDYALAYA SANGATHAN ; REGIONAL OFFICE : RAIPUR**

**PROFORMA FOR LOCAL TRANSFER OF STUDENTS.**

(To be filled up by the parent and submitted to the Principal where the student is studying in TRIPLICATE for onward submission to the Deputy Commissioner, KVS, RO, Raipur.)

1	Name of the Students (BLOCK LETTERS)	:
2	Class	:
3	Father's Name	:
4	Name of the KV where the student is studying.	:
5	Admission No. and Date of Admission with Class in the present KV	:
6	Whether admitted under RTE (Yes/No)	:
7	Address of the Parent at the time of Admission	:
8	Present Address of the Parent	: (1) Office:
		: (2) Residence:
9	Reason for Local Transfer (Attached supporting documents)	:
10	KV to which Local Transfer is sought	:
11	Whether any Sibling is studying in the KV where Local Transfer is sought	: YES/ NO(if Yes Name of the Sibling with Class)

Date : \_\_\_\_\_

Signature of Parent:-----

**FOR OFFICE USE**

(To be filled by the Principal, KV where the student is studying and forward the same to the Principal, KV where the child sought for Local Transfer (in duplicate) for onward transmission to the DC, KVS, RO, Raipur)

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|---|---|
| 1. Date of Admission.....                 | 2. Category of the Parent: .....          |
| 3. No. of students in the class: .....    | 4. No. of section in the class: .....     |
| 5. Average Enrollment in the Class :..... | 6. Recommendation of the Principal :..... |

Signature of the Principal with seal.

(To be filled by the Principal, of KV, where the Local Transfer is sought and forward the same to the DC, KVS, RO, Raipur with specific recommendation / comments)

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|--|--|
| 1. No. of students in the class : .....  | 2. No. of sections in the class : .....  |
| 3. Average enrollment in the Class:..... | 4. Recommendation of the Principal:..... |

Signature of the Principal with seal.