



# केन्द्रीय विद्यालय संगठन

## KENDRIYA VIDYALAYA SANGATHAN

Under Ministry of Education, Govt of India

क्षेत्रीयकार्यालय – हैदराबाद / Regional Office – Hyderabad  
पिकेट, सिकंदराबाद / Picket, SECUNDERABAD- 500 009

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पत्र, सं. 210350/2022/के.वि.सं.(है.सं)/स्थानीय स्थानांतरण /

दिनांक/Dt : 31/05/2023

[By email only]

### कार्यालय आदेश / Office Order

केन्द्रीय विद्यालय संगठन हैदराबाद क्षेत्र में कार्यात्मक केन्द्रीय विद्यालयों से वर्ष 2023-24 के लिए स्थानीय स्थानांतरण पर प्रवेश केन्द्रीय विद्यालय संगठन प्रवेश नियमों के अनुसार किया जाएगा। सभी केन्द्रीय विद्यालयों के प्राचार्यों को निर्देश दिया जाता है कि वे अभिभावकों को वर्ष 2023-24 के लिए स्थानीय तबादलों की जानकारी स्कूल नोटिस बोर्ड और स्कूल की वेबसाइट पर विधिवत प्रदर्शित करने के बारे में सूचित करें। स्थानीय स्थानांतरण पर प्रवेश का प्रक्रिया निम्नप्रकार है।

Admission on local transfer for the year 2023-24 from functional Kendriya Vidyalayas in Kendriya Vidyalaya Sangathan Hyderabad Region will be done as per Kendriya Vidyalaya Sangathan Admission Rules. The Principal of all Kendriya Vidyalayas are hereby directed to inform the parents about the local transfer for the year 2023-24 duly displaying on **school's notice board and school website**. The schedule for admission on local transfer is annexed with this order which may be adhered to and complied with. However, while receiving the application forms, please note that

- (a.) शैक्षणिक वर्ष 2023-24 के लिए किए गए कक्षा 1 तथा कक्षा दसवीं और बारहवीं स्थानीय स्थानांतरण के छात्र छात्राओं स्थानीय स्थानांतरण पर प्रवेश के लिए अपात्र हैं। All admissions done for current academic year 2023-24 in any class (class 1 done during 2023-24 and Class X & XII are **not eligible** to apply for local transfers.
- (b.) पूर्व में स्थानीय स्थानांतरण पर प्रवेश के लिए आप के विद्यालय द्वारा प्रस्तुत सभी आवेदनों को रद्द किए गए हैं। इस लिये संबंधित अभिभावकों को इस संबंध में सूचित कर उनसे पुनः इस आदेश के तहत अभ्यावेदन स्वीकार कर इस कार्यालय को भेजें। Previously sent applications for Local transfers **if any**, from any KV, the Principals are requested to personally revisit those applications and inform concerned parents to submit the application and documents once again.

46.9-1128  
(डॉ. डी. मन्जुनाथ)  
उपायुक्त  
31/05/2023

#### COPY TO:

1. समस्त सहायक आयुक्त केन्द्रीय विद्यालय संगठन हैदराबाद संभाग सूचनार्थ। All Assistant Commissioners, KVS RO Hyderabad for information
2. श्री एम राजेश्वर राव सहायक आयुक्त केन्द्रीय विद्यालय संगठन हैदराबाद संभाग को सूचनार्थ एवं आवश्यक कार्रवाई हेतु। Shri M Rajeshwara Rao, AC KVS RO Hyderabad for information and for necessary action please.
3. प्राचार्य, समस्त केन्द्रीय विद्यालय इस अनुरोध के साथ उपरोक्त निर्देशों और समय-सीमा का अनु पालन सुनिश्चित करें। Principal, All Kendriya Vidyalayas with a request to strictly adhere to the above instructions and timelines.
4. उपायुक्त के सहायक सचिव को सार्वजनिक नोटिस बोर्ड और केवीएस आरओ वेबसाइट पर यह कार्यालय आदेश और अन्य संबद्ध दस्तावेजों को प्रदर्शित करने के निर्देश के साथ। PA to DC KVS RO Hyderabad with the instructions to display the office order and other allied documents on public Notice board and KVS RO website as well.
5. Guard File



**केन्द्रीय विद्यालय संगठन**  
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**सत्र 2023 -24 के लिए स्थानीय स्थानांतरण (Local Transfer) की समय सारणी (Schedule)**

क्रं। सं	चरणबद्ध कार्य निष्पादन का विवरण	अवधि
1.	Window period for Applications for admissions on local transfer receiving at Parent KV	20.06.2023 to 24.06.2023
2.	Submission of data in Excel sheet to KVS RO Hyderabad	27.06.2023
3.	Submission of application forms by parent KV to cluster incharge Principals	28.06.2023
4.	Date by which the cluster incharge Principals have to submit the documents to Regional Office for scrutiny and final order	30.06.2023
5.	Scrutiny of applications by Local Transfers committee and submission of recommendation	03.07.2023 to 07.07.2023
6.	Final Approval and display of list	11.07.2023

**Note:**

- Parent Kendriya Vidyalaya to depute a sub-staff with application forms received for local transfer from willing parents and get them handed over to Cluster Incharge Principal by hand only.
- If any festive occasion falls, do not depute any employee belonging to that particular religion
- Cluster Incharge Principals are requested to compile the data in excel file (prescribed excel form attached) and consolidate the application forms received from Kendriya Vidyalayas under their cluster.
- Cluster Incharge Principals to send application forms (compiled & consolidated) by hand to Regional office as per the above schedule. However, compiled data in Excel shall reach by email to [dckvsrohyd@gmail.com](mailto:dckvsrohyd@gmail.com)
- Please note that, any form received later to the date 30.06.2023 from cluster incharge Principals stands rejected. So, all the Kendriya Vidyalayas are requested to strictly adhere to the time line given in the schedule.

  
(DR. D MANJUNATH)  
DEPUTY COMMISSIONER



## स्थानीय स्थानांतरण (Local Transfer) हेतु आवेदन पत्र- शैक्षणिक सत्र 2023-24

Application form for Admission on Local Transfer

(To be submitted in Duplicate in the KV where the student is presently studying)

अभिभावक द्वारा भरे जाने हेतु / Application form to be filled by Parents		
1.	वर्तमान केंद्रीय विद्यालय का नाम / Present KV Name	
2.	केंद्रीय विद्यालय का नाम जहां स्थानांतरण चाहिए / Name of the KV where transfer is sought to,	
3.	विद्यार्थी का नाम / Student Name	
4.	कक्षा / Class	
5.	वर्तमान विद्यालय में प्रथम प्रवेश की तिथि / Date of First Admission in present KV	
6.	माता का नाम / Mother's Name	
7.	विभाग जहां कार्यरत है (प्रमाणपत्र संलग्न करें) / Department in which she is working (attach Service Certificate)	
8.	पिता का नाम / Father's Name	
9.	विभाग जहां कार्यरत है (प्रमाणपत्र संलग्न करें) / Department in which he is working (attach Service Certificate)	
10.	वर्तमान केवी में प्रथम प्रवेश के समय प्रवेश पत्र में उल्लेखित पता / Address mentioned in Admission form at the time of first Admission in present KV	
11.	वर्तमान केवी में प्रथम प्रवेश के समय माता-पिता द्वारा प्रस्तुत दस्तावेजी प्रमाण Documentary proof submitted by Parent at the time of First Admission in present KV	
<p>Parents to note that, if <b>certified supporting documents</b> in respect of reason for seeking Local transfer are not submitted or not justified then the application will be summarily rejected without any further correspondence in the context. Principal of Kendriya Vidyalaya at his level to ascertain relevance of documents and collect them and verify with Original and then certify the documents.</p>		
Parent to write the reason(s) due to which he is /she seeking local transfer (tick)		
<b>Descriptive indicator of Reason due to which Local transfer is sought</b>	<b>Pl. Tick</b>	<b>Documents to be submitted by Parent(s)</b>
I am a private organization employee working in old place. Now I am transferred/joined new organization in the place I had requested for admission		1) Copy of Gas Connection of old place 2) Copy of Gas connection of present place 3) Residential proof of old place
I was doing private business in old place now I am shifted to new place where I had requested for admission		4) Residential proof of current place 5) Copy of previous employment / Business proof 6) Copy of Current employment / Business proof
I have purchased / constructed a new house to new location. Previously I was staying in old place. So, grant me admission in new place I requested for admission		Note: Anybody claims to have been running business shall invariably prove with valid documents that they were running Business in old place and current location as well. The burden rests with the parents.
Sibling of the child whose admission is sought is studying the same school		
<b>Any other reason, please write in the space given below</b>		

I \_\_\_\_\_ have personally filled the application form and to the best of my knowledge, all the entries made in this application form are true and documents submitted are relevant and supporting to the reason cited. If anything is found wrong or suppressed and is found at later stages after being granted the admission on local transfer, the approval granted stands cancelled and I would take back my ward(s) to parent KV from where

Local transfer approved for new station as I desired. I also understand that, mere submission of application for Local transfer does not have any statutory binding on KVS Hyderabad Region to compulsorily accede to the request and accord approval for admission on local transfer. Also, if the enrolment condition in the class / section in the Kendriya Vidyalaya where I had asked for admission on Local transfer is not viable to accommodate, then I will abide by the decision of Kendriya Vidyalaya Sangathan Hyderabad region

(पिता माता के हस्ताक्षर) /

Signature of Parent with date & Time

Mobile\*: \_\_\_\_\_

Email\* \_\_\_\_\_

(\*) COMPULSORY

वर्तमान प्राचार्य की टिप्पणी / Present KV Principal Remarks and Observations [Please reject the case, if admission is done in current academic year]	
1)	यदि केवि से स्थानांतरित होकर आया है तो पूर्व विद्यालय का नाम / If the student has come on transfer from another KV, furnish the details
2)	पिछले और वर्तमान शैक्षणिक वर्षों के दौरान छात्र की उपस्थिति / Attendance of student during previous & current academic years (Attach a certificate of attendance signed by Principal and class teacher and Office clerk) No. of days present = No. of days absent =
3)	प्रवेश के समय का स्थानीय पता (आवेदन पत्र की छाया प्रति लगाएं) / At the time of first admission, address given in admission form and certified copy of the admission form
4)	प्राचार्य की अनुशंसा / Recommendation of Principal

मैं \_\_\_\_\_, प्राचार्य केन्द्रीय विद्यालय \_\_\_\_\_ ने आवेदन पत्र में दिए गए प्रविष्टियों, विवरणों और कारणों की व्यक्तिगत रूप से जांच की है और संदर्भित दस्तावेजों / अभिलेखों को मूल दस्तावेजों से सत्यापित किया गया है। सत्यापित होने के बाद, मामले को स्थानीय स्थानांतरण के लिए अनुशंसित / अनुसंसित नहीं किया गया है।  
Principal Kendriya Vidyalaya  
\_\_\_\_\_ have personally checked the details furnished in the application form and the documents are verified thoroughly with the original documents. After having verified, the case is forwarded with recommendation for local transfer / Not recommended for local transfer.

यह प्रमाणित किया जाता है कि अभिभावक द्वारा भरी गई जानकारी उपलब्ध रिकॉर्ड से सत्यापित कर ली गई है। भविष्य में इस सत्यापन में कोई भी / किसी भी प्रकार के दोष पायी जाती हैं, नियमों के अनुसार विभागीय अनुशासनात्मक कार्रवाई के लिए स्वयं को प्रस्तुत करता/करती हूँ।

कक्षाध्यापक के हस्ताक्षर

(प्राचार्य के हस्ताक्षर)

स्थानांतरण के लिए इच्छुक विद्यालय के प्राचार्य की टिप्पणी / Review remarks of Regional Committee [Please do not recommend any such case for Local transfer, if the average strength of class is 55 & Above. Strict compliance please]	
1.	संबंधित कक्षा में औसत विद्यार्थियों की संख्या / Average strength of the class in which Local transfer is sought to
2.	प्राचार्य की अनुशंसा / Final Recommendation of Committee We recommend / do not recommend because,

Name & Signature with date of Regional Committee

Assistant Commissioners' Review of Committee's recommendation

[Please write recommended or not recommended in speaking tone]

We have gone through the application and reviewed it in view of relevant supporting documents and find merit / do not find merit in the application submitted. Hence, we recommend / do not recommend because

Shri M. Rajeshwara Rao, AC – 2 & Member Secretary

Shri T. Prabhu Das, AC – 1 & Chief Coordinator

Approved /Not Approved  
Deputy Commissioner