

## KENDRIYA VIDYALAYA SANGATHAN REGION OFFICE VARANASI

### Tentative Schedule for Local Transfers, Session 2023-24

Sl. No.	Activity	Time Line
1	Announcement of Local Transfer	17 June, 2023 to 22 June, 2023
2	Distribution of Application Forms & Collection of filled forms by KVs (where children study)	Up to 4 July, 2023
3	Submission of duly filled Forms by KVs (where child is studying) to the KVs where admission is sought	Up to 6 July, 2023
4	Submission of Local Transfer Application forms & soft copy of prescribed Excel Sheet (Annexure A) of Prayagraj, Varanasi & Gorakhpur to its Nodal Coordinator	Up to 7 July, 2023
5	Sending of filled application forms along with excel sheet to KVS RO Varanasi by Nodal Coordinators	Up to 10 July, 2023
6	Meeting of Local Transfer committee with Deputy Commissioner at KVS RO	13 July, 2023
7	Distribution of orders	Up to 14 July, 2023
8	Information to the concerned parents by the KVs	Up to 17 July, 2023
9	Admissions of transferred Children in the new KVs	Up to 20 July, 2023

**KENDRIYA VIDYALAYA SANGATHAN, VARANASI REGION**

**Application for Local transfer for the year 2023-24**

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

1. Transfer sought from KV----- to KV -----
2. Name of Student (Capital Letter) .....
3. Sex .....
4. Father's name .....
5. Mother's name .....
6. Class in which the child is studying .....
7. Date of admission in KV .....
8. Fresh admission or admission on KV TC .....
9. Reason for seeking transfer .....

10. If siblings are studying in different KV, give their complete details (Attach any relevant documents)

SN	Name of Student	Class & Sec	Name of that KV	Date of first Admission in present KV
1				
2				

11. (a) Residential address at the time of admission \* ..... (Attach Proof)  
(b) Present residential address \* ..... (Attach Proof)  
(Residential proof of (a & b) both are to be attached)

12. Signature of the parent / guardian

Date:

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

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

1. From which year the child is studying in your KV :
2. Whether the child admitted on transfer or fresh admission :
3. Attendance in current session :
4. Category of the parent (must be filled up) :

Name of the Student	Class	No. of Sections	Average strength of the class	Recommendation of the Principal

**Signature of Principal With seal**

To be filled up by the KV where the local transfer sought  
(After filling up two copies, one copy is to be sent to RO)

Class	No. of Sections	Average strength	Average Strength	Recommendation of the Principal

**Signature of the Principal with seal**

Approved/Not approved. (to be filled up by RO)