



केन्द्रीय विद्यालय संगठन
KENDRIYA VIDYALAYA SANGATHAN
(शिक्षा मंत्रालय, भारत सरकार)
(Ministry of Education, Govt. of India)
दिल्ली संभाग /DELHI REGION,
जवाहर लाल नेहरू विश्वविद्यालय नया महरौली मार्ग,
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दिनांक : 17.03.2023

The Principal
Kendriya Vidyalayas
Under Delhi Region

Subject: Instructions regarding Local and inter region transfer cases, 2023-24-reg

Madam/ Sir,

It is to inform that there is a change this time in proforma and procedure for local and inter region transfer. The revised **proforma "A" for local transfer, "B" for inter region transfer, "C" for Sibling, "D" for consolidated list of local transfer and "E" for consolidated list of inter region transfer** are being sent herewith for the perusal at your end. You are requested to send local transfer cases in proforma A (hard copy) between 28.03.2023 to 04.04.2023, Inter region transfer cases in proforma B (hard copy) between 01.04.2023 to 07.04.2023, sibling cases to be verified in proforma C and send along with proforma A/B as the case may be. You are requested to prepare consolidated list of local transfer in proforma "D" and consolidated list for inter region transfer in proforma "E". Proforma "D" and "E" are to be sent by mail in excel sheet and hard copy along with proforma A/B. Local transfer cases are to be sent by the school (shift-wise) where child is presently studying and inter region transfer by the school (Shift-wise) where transfer is requested.

You are requested to follow the instructions mentioned below:

1. Principal will grant admission of KV TC cases over and above up to the class strength of 55 at their own level if the parents' transfer/allotment of government accommodation is involved both in case of local and inter-region transfer for category- I to IV.
2. Transfer of the parent is considered, if it is more than 20 kms even at the same station.
3. If the transfer of the parent is **not involved**, cases are to be forwarded to this office.
4. Admissions under Special Provision Part-B, Para-2, cases are required to be forwarded after verification by the Principal of concerned school where transfer is requested.

(Poonam Mallik)
Assistant Commissioner