



केन्द्रीय विद्यालय संगठन  
Kendriya Vidyalaya Sangathan  
संभागीय कार्यालय/REGIONAL OFFICE  
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F.32331/क्षेत्रीयकार्यालयगुरुग्राम/2019/8041-8098

Dated: 01.04.2019

Important

The Principal  
Kendriya Vidyalaya  
Under Gurugram Region

Subject: **Local Transfer**

Madam/Sir,

With reference to the above mentioned subject, all local transfer cases will be considered only with prior approval of the Deputy Commissioner as per the schedule given below:

The schools will send all the cases who seek admission through local transfer along with the recommendation of the Principal.

The parents will apply from 1<sup>st</sup> May to 12<sup>th</sup> May 2019 in 4 sets (1 for individual, 1 for RO and 2 for concerned KVs) in the prescribed format.

The Principal will send the sorted applications in the **last week of May 2019** to Regional Office.

It may be noted that the cases where transfer of the parent to the station where admission is being sought, involved, should only be forwarded to RO for consideration. Without proper format and documentation (copy of transfer), this office will not consider the local transfer cases.

S. No.	Name of student	Father's Name	Category of parent	Class	Average enrollment	Previous KV/School	Whether transfer of the parent is involved Yes/No	Remarks

Please note that no parent is to be sent to the regional office for admission work related local transfer. All cases related to admission should come to this office through proper channel with your remarks and recommendation.

Yours sincerely,

  
(S.S. Rawat)  
Deputy Commissioner