

KENDRIYA VIDYALAYA SANGATHAN, DELHI REGION

(Performa 1)

LOCAL TRANSFER APPLICATION 2020-21

PART A (To be filled by Parent/Guardian)

1	Name of the Present K.V. _____	Shift: _____
2	Name of the Student	
3	Class (with-stream applicable for XI & XII only)	
4	Date of initial Admission	
5	Father / Mother's Name	
6	Parent's Department (Central/State/Any Other) Category	
7	Address as recorded in the Vidyalaya at the time of initial admission (copy of the proof may be attached)	

Reason for seeking Transfer

Please tick (v) on relevant reason:-

(a) Allotment/Vacation of Govt. Accommodation	()
(b) Parents' transfer (Cat. I to IV only)	()
(c) Shifting to/purchase of own house.	()
(d) Sibling Case	()
(e) Serious Medical case	()
(f) Any other reason (as deemed fit by the Principal, including shifting to rented accommodation, subject to availability of vacant seats.	()

(Please submit the valid proof in support of your reason for Local Transfer (a) to (f).)

Document submitted :
(i)
(ii)

Certify that the above information is correct to the best of my knowledge and if at any stage the information submitted is found to be wrong /incorrect I shall forfeit my claim for Local Transfer of my Ward.

(SIGNATURE OF THE PARENTS WITH DATE)

Verified / not verified

Signature & Name of the Class Teacher with date:

Certified that the above case is forwarded after verifying the details and relevant papers for seeking local transfer submitted by the parent and duly verified by the Class Teacher.

(SIGNATURE WITH SEAL)

PRINCIPAL

(Present KV where student is studying)

PART B (To be filled by KV where transfer is sought)

Name of KV where transfer is sought: _____

To be filled by the Admission In-charge:

S. N	Name of Student	Name of Previous KV with Shift	Name of KV where transfer is sought	Class	Shift - 1			Shift - 2		
					No. of Sections	Total Class Strength	Average enrolment	No. of Sections	Total Class Strength	Average enrolment
1										
2										
3										

In case the transfer is sought on **Sibling Case**, the following details may be verified:

Name and Admission No. of Brother/Sister:

Studying in class/section/ (with stream)

Verified/Not verified:

Signature of Class Teacher:

Name of Class Teacher:

(SIGNATURE WITH SEAL)
PRINCIPAL
(KV where transfer is sought)