# ANNEXURE-I

**KENDRIYA VIDYALAYA SANGATHAN (REGIONAL OFFICE) JAMMU**

**PROFORMA FOR LOCAL TRANSFER OF STUDENTS (2023-24)**

**(Ref.: Part-A/clause 7(iii) & (iv) of KVS Admission Guidelines for Session 2023-24)**

**To be filled in by the parent and submitted (IN QUADRUPLICATE) to the Principal of KV where the students studying, for its onward submission to the Deputy Commissioner, KVS RO, JAMMU.**

**PART-I**

|  |  |  |
| --- | --- | --- |
| **S.No** | **Particulars** | **Required Information** |
|  | **Name of the student (in block Letters)** |  |
|  | **Father's/Mother's name** |  |
|  | **Residential Address of the parent with phone no. at the time of admission** |  |
|  | **Official Address of parent with phone no. if any.** |  |
|  | **Name of KV where presently studying** |  |
|  | **Date of Admission in the present KV and Class to which admitted** |  |
|  | **Class in which studying now** |  |
|  | **Was it fresh admission or admitted on**  **KV TC** |  |
|  | **Name of KV to which local transfer is sought** |  |
|  | **Justification for seeking transfer (With Supporting documentary proof)** |  |
|  | **If brother/sister of this pupil is studying in other KV, details thereof( Certificate from the Principal of the KV to be furnished)** | 1. **Name of brother/sister:** 2. **Class:** 3. **Name of KV:** 4. **Date of Admission:** |
|  | **List of enclosures** | 1.  2.  3. |
|  | **Parent's Category for priority in admission (i.e. from I to VI)** |  |
|  | **Present residential Address of the parent** |  |

**Certified that the information furnished above is true to the best of my knowledge**

**Place:**

**Dated:**

**Signature of Parent/Guardian**

**PART-II**

**(CERTIFICATE FROM THE PRINCIPAL OF KV WHERE THE STUDENT IS PRESENTLY STUDYING)**

**This is to certify that Master/Kum \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ son/daughter of Mr. /Mrs. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ belongs to category I/II/III/IV/V/VI is presently studying in class \_\_\_\_\_\_ and average enrollment of the class as on date is \_\_\_\_\_\_\_\_\_\_ per section. Date of his/her initial admission in this KV is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. The address furnished by the parent in the application at the time of admission was \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Any other remark/recommendation \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date: Signature of Principal with seal**

**PART-III**

**(CERTIFICATE FROM THE PRINCIPAL OF KV TO WHICH LOCAL TRANSFER IS SOUGHT AT FIRST PRIORITY)**

**Certified that the average enrollment of the Class \_\_\_\_\_\_\_\_\_\_\_ as on date is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_ per section and Vidyalaya has sufficient accommodation/ furniture to accommodate the student & No cases are waiting for admission in any priority category.**

**The Case is recommended for local transfer/ not recommended for local transfer because \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date: Signature of Principal with seal**

**(For use of Regional Office)**

**Local transfer PERMITTED/ NOT PERMITTED**

**Deputy Commissioner**

**KVS RO Jammu**