

KENDRIYA VIDYALAYA SANGATHAN, REGIONAL OFFICE, KOLKATA  
Application for Local transfer for the year 2017-18  
(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. Class in which the child is studying :
6. Reason for seeking transfer :

(Enclose the documentary evidence. Medical ground cases should be supported by valid Medical documents issued by the Govt. Hospital/AMA/CGHS.

1. (a) Residential address at the time of admission \* :

(b) Present residential address \* :

(Residential proof of **a & b both are to be attached**)

(\*Attach any one : Xerox copy of Ration Card, telephone/Electricity bill, Voter I.D. Card/ Aadhaar Card/Allotment of Quarter in case of Govt. accommodation, Gas connection, Driving license)

7. Signature of the parent/guardian with 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 : On Transferred / As fresh.  
(tick proper place)
3. **Category of the parent (must be filled up) :**
4. Roll strength of class. : No. of sections \_\_\_\_\_ Strength \_\_\_\_\_
5. Remarks/recommendation of the Principal :

Signature of Principal  
With seal

---

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

1. Enrolment as on date : No. of section \_\_\_\_\_ enrolment \_\_\_\_\_
2. Remarks/Recommended/Not recommended of the Principal :

Signature of the Principal  
with seal

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