

**KENDRIYA VIDYALAYA SANGATHAN, KOLKATA REGION**

**Application for Local Transfer for the session 2021-22**

**(To be submitted in Triplicate in the KV where the student is presently studying by the parents)**

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 (2021-22) :

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).

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

(b) Present residential address \* :

(\*Attach any one: Xerox copy of Gas connection, Ration Card, Voter I.D. Card/ Aadhaar Card/Allotment of Quarter in case of Govt. accommodation, Driving license as a proof of residence address)

8. Signature of the parent/guardian with date :

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**(To be filled in 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 session the child is studying in the KV :

2. Whether the child was admitted on transfer or on fresh admission: On Transferred / As fresh **(tick appropriately)**

3. Category of the parent (as per school record) :

4. Remarks/recommendation of the Principal :

Signature of Principal  
With seal

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**(To be filled in by the KV where local transfer is sought)**

**(After filling up two copies, one copy is to be sent to KVS RO Kolkata)**

1. Enrolment as on date in the Class in which transfer is sought : No. of section:

2. Remarks/Recommended/Not recommended of the Principal :

Signature of the Principal  
with seal

**[To be sent to KVS RO Kolkata along with all documents]**