



**केन्द्रीय विद्यालय संगठन**  
**KENDRIYA VIDYALAYA SANGATHAN**  
Under Ministry of Education, Govt of India

भारत सरकार, शिक्षा मंत्रालय के अधीन  
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पत्र, सं.210350/2024 /के.वि.सं (है.सं)/स्थानीय स्थानांतरण /

दिनांक/Dt: 27.06.2024

सत्र 2024 -25 के लिए स्थानीय स्थानांतरण (Local Transfer) की समय सारणी (Schedule)

के। सं	चरणबद्ध कार्य निष्पादन का विवरण	अवधि
1.	Window period for Applications for admissions on local transfer receiving at Parent KV	01.07.2024 to 10.07.2024
2.	Submission of data in Excel sheet to KVS RO Hyderabad	12.07.2024
3.	Submission of application forms by parent KV to cluster incharge Principals	15.07.2024
4.	Date by which the cluster incharge Principals have to submit the documents to Regional Office for scrutiny and final order (By hand)	18.07.2024
5.	Scrutiny of applications by Local Transfers committee and submission of recommendation	22.07.2024 to 25.07.2024
6.	Final Approval and display of list	31.07.2024

Note:

- Parent Kendriya Vidyalaya to depute a sub staff with application forms received for local transfer from willing parents and get them handed over to Cluster incharge Principal by hand only along with list prepared in Excel file..
- If any festive occasion falls, do not depute any employee belonging to that particular religion Cluster Incharge Principals are requested to compile the data in excel file (prescribed excel form attached and consolidate the application forms received from Kendriya Vidyalayas under their cluster.
- Cluster Incharge Principals to send application forms (compiled & consolidated) by hand to Regional office as per the above schedule However, compiled data in Excel shall reach by email to [acadhyderabad@gmail.com](mailto:acadhyderabad@gmail.com).

  
(DR. MANJUNATH)  
DEPUTY COMMISSIONER