



केन्द्रीय विद्यालय संगठन  
**KENDRIYA VIDYALAYA SANGATHAN**

Under Ministry of Education, Govt of India  
क्षेत्रीयकार्यालय – हैदराबाद/ Regional Office – Hyderabad  
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पत्र.सं.210350/2022/के.वि.सं(है.सं)/स्थानीय स्थानांतरण /

दिनांक/Dt : 31.05.2023

[By email only]

**सत्र 2023 -24 के लिए स्थानीय स्थानांतरण (Local Transfer) की समय सारणी (Schedule)**

क्र। सं	चरणबद्ध कार्य निष्पादन का विवरण	अवधि
1.	Window period for Applications for admissions on local transfer receiving at Parent KV	20.06.2023 to 24.06.2023
2.	Submission of data in Excel sheet to KVS RO Hyderabad	27.06.2023
3.	Submission of application forms by parent KV to cluster incharge Principals	28.06.2023
4.	Date by which the cluster incharge Principals have to submit the documents to Regional Office for scrutiny and final order	30.06.2023
5.	Scrutiny of applications by Local Transfers committee and submission of recommendation	03.07.2023 to 07.07.2023
6.	Final Approval and display of list	11.07.2023

**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.
- 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 [dckvsrohyd@gmail.com](mailto:dckvsrohyd@gmail.com)
- Please note that, any form received later to the date 30.06.2023 from cluster incharge Principals stands rejected. So, all the Kendriya Vidyalayas are requested to strictly adhere to the time line given in the schedule.

  
(DR. D MANJATH)  
DEPUTY COMMISSIONER