

केंद्रीय विद्यालय संगठन

क्षेत्रीय कार्यालय आई आई टी कैंपस
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KENDRIYA VIDYALAYA SANGATHAN

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F.170331/ Admission (TC) / 2019-KVS(CHER) / 1-SD

Dated: 01.04.2019

The Principal
All Kendriya Vidyalayas
Chennai Region.

IMPORTANT
PERSONAL ATTENTION

Sub: Admission on KVTC / Defence School TC / Local Transfer during
2019-20

Madam / Sir,

Please recall the instructions on Admission Guidelines 2019 at KVS Regional Office issued on 18th March, 2019 / 22nd March, 2019 during your visit to this office for attending Video Conference on OLA with regard to admissions on KVTC, on TCs issued by schools run by Armed Forces affiliated to CBSE and on Local transfers for strict implementation of guidelines in letter and spirit.

2. However, the relevant portion of Admission Guidelines and action to be taken are given below for ready reference and strict compliance:

- i) As per para-7(i) and (ii) of Part-A, Admission of children with KV TC will be automatic if the parent has been transferred from one station to another, upto the class strength of 55 or posted to field area / non-family stations.

Hence, such cases involving transfer of parents as per the paras above will be dealt and considered by the Principal at the Vidyalaya level and such cases should not be forwarded to RO.

However, if the strength exceeds 55, the cases with all details should be forwarded to this office only by post. Only the Xerox copy of the KVTC duly verified and attested by the Principals will be sent.

Documents to be verified under para-7(i):

- a) TC (Original)
- b) Movement Order / Transfer Order
- c) Joining Report
- d) Quarter Allotment / Residence Proof
- e) Letter from parent

Documents to be verified under para-7(ii):

- a) TC (Original)
- b) Movement Order / Transfer Order
- c) Joining Report at the Non-family area station
- d) Certificate from the authority certifying that the place of posting is non-family area
- d) Residence Proof where the family is left behind
- e) Letter from parent

Contd..2/-

ii) As per para-7(iii) of Part-A, all other cases where transfers are not involved and movement of students on KV TC from any KV outside Chennai Region for admission in a KV within Chennai Region will be dealt as per instructions given below:

1. KVs will access the link given below for submitting the details online and no need for sending such requests by Post or email.
2. Complete details as per the instructions should be completed by the Principals.
3. Follow up on getting approval by the Deputy Commissioner should be done by the concerned KV, if there is any delay in such approvals. **No parent will be permitted to visit Regional Office for this purpose.**
4. **The following link will be used for sending such requests:**

KV TC FROM OUTSIDE KVS CHENNAI REGION (GREEN FORM)

<https://goo.gl/forms/dl2sxy8XKx4QvcAF3>

Documents to be verified under para-7(iii):

- a) TC (Original)
- b) Residence Proof where the family is shifted and residing
- c) Letter from parent stating the exigency of shifting the family

iii) As per para-7(iv) of Part-A, movement of students from one KV to another KV within Chennai Region on Local Transfer will be dealt as per instructions given below:

Local TCs mean intra-station and inter-stations within KVS Chennai Region where admission is requested. The TC will be taken only after the prior permission from the Deputy Commissioner.

The school will provide Local TC forms as per the prescribed format to the parents with genuine needs from 21st April 2019 to 30th of April 2019. The last date of submission of Forms is 30th April 2019. The schools will scrutinize the genuine applications and submit such requests of parents using the link provided below and forward the same to the KV where the admission is sought. The Principal of KV where admission is sought will complete his/her Part online and submit. **No hard copies should be sent to KVS RO for such prior approvals hereafter.**

Based on the decision taken at RO, the local Transfer permission will be provided to the KVs by mail.

Please follow instructions and fill all the Google Forms properly with the necessary details/documents. **No parent is permitted to visit KVS RO for this purpose and Principals may communicate such decisions if permitted or not permitted to the parents and inform the parents that such decisions are final and no review will be done on these orders.**

All details should be filled properly and the veracity should be confirmed by the Principal before submitting. The link for the Local Transfers is given below:

LOCAL TRANSFER (PURPLE FORM)

- a. KV WHERE THE STUDENT IS STUDYING
<https://goo.gl/forms/qVGHM71rwd2ubrcL2>
- b. KV WHERE ADMISSION IS SOUGHT
<https://goo.gl/forms/U9wTX2562INHAdan2>

Documents to be verified under para-7(iv):

- a) Local TC Proforma duly filled with all details along with remark/ recommendation of the Principal
 - b) Movement Order / Transfer Order
 - c) Joining Report
 - d) Quarter Allotment / Residence Proof
- iv) As per para-9 of Part-A, admissions for Class X and XII will be done online. Principals will use the link below and submit the required details by following the given instructions:

ADMISSION INTO CLASS X AND XII (YELLOW FORM)
<https://goo.gl/forms/jmUd6FLCSDrrWS7V2>

- v) As per para-7(v), a student with KV TC may also be permitted in project KVs only up to class strength of 45 with the prior concurrence of Chairman, VMC. Hence, in case of project KV, admission can be given by the Principal on KV TC with the permission of Chairman, VMC and no approval is required from RO within the approved strength of 45. However, if the strength is beyond 45, the application will be sent by post to the Deputy Commissioner. All such cases should have the recommendations of the Chairman VMC of IHL / Project KV without fail.

Documents to be verified under para-7(v):

- a) TC (Original)
- b) Movement Order / Transfer Order
- c) Joining Report
- d) Quarter Allotment / Residence Proof
- e) Letter from parent

- vi) As per para-2 of Part-B, automatic admission of children in the Kendriya Vidyalayas on the basis of transfer certificates issued by the CBSE affiliated schools run by Armed Forces (Army, Air Force, Navy) and Para Military Forces i.e. CRPF/BSF/ITBP/SSB/CISF will be entertained only if the parent has been transferred to that place or has desired to settle at the place after his retirement, or transferred to some non-family station or posted in Naxal affected areas and choose to keep the family elsewhere. However, such Original TCs shall be forwarded with full details/ documents to RO for endorsement only by post.

Documents to be verified under para-2:

- a) TC (Original)
b) Movement Order / Transfer Order / Discharge Certificate after retirement
c) Joining Report (if applicable)
d) Quarter Allotment / Residence Proof
e) Letter from parent
- vii) Verbatim text as given in paras of Admission Guidelines is not reproduced and only a gist is given to explain the process further. Therefore, for any clarification, KVS Admission Guidelines 2019-20 may be referred to.
- viii) In no case, a child must be allowed to attend the class before admission as per the guidelines and procedure. There were many instances in the past where the children were allowed to attend the classes for months together without admission, assuming that the permission would be granted by RO and there was no further follow-up by the Principal until the RO found out.
- ix) At times, parents are sent to RO directly without entertaining them at Vidyalaya level and without any documentary evidence. All documents must be routed only through the Principal to RO either Online or by post as explained in this letter or through special messenger (in case of urgency) but not through the parents. All such parents approaching RO directly will be invariably sent back to the concerned Vidyalayas.

Yours faithfully,


(C. Mani) 1/4/19

DEPUTY COMMISSIONER

Copy for information to:

1. All the Assistant Commissioners, KVS RO Chennai
2. PA to DC, KVS RO Chennai
3. Guard file


DEPUTY COMMISSIONER 1/4/19