



केन्द्रीय विद्यालय संगठन, क्षेत्रीय कार्यालय, एरणाकुलम

KENDRIYA VIDYALAYA SANGATHAN REGIONAL OFFICE, ERNAKULAM
(An Autonomous Body Under MoE, Govt. of India)

कड़वन्ना पी.ओ. कोची - २०

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F. 31331/KVS/RO/EKM/2023-24/ Acad./

Date: 07.06.2023

सेवा में,
प्राचार्य
समस्त केन्द्रीय विद्यालय
एरणाकुलम संभाग

विषय : Processing of Local Transfer 2023-24

महोदया / महोदय,

It is decided to invite applications of Local Transfer for the year **2023-24**. KVs of Ernakulam Region have been divided into clusters as per the list attached in **Annexure A**. Principals of concerned KV where the student is presently studying will issue prescribed proforma – **Annexure B**, for local transfer to the interested parents **from 19.06.2023 onwards**. After completing the application form (in duplicate) in all respect, the **parent will submit it to the Principal of the KV where admission is sought by 30.06.2023**.

KVs will then forward all the completed local transfer applications with all the required documents to this Office, so as to reach this office by **07.07.2023**. One copy of the application should be kept at Vidyalaya.

Processing of local transfer applications will be done at Regional Office level.

Parents should be asked to provide supporting documents to prove their claims. Local transfer applications are to be recommended only if the average class strength is less than 50 as on 30.06.2023. In exceptional cases, applications may be forwarded even if the strength is above 50. The following grounds may be considered while recommending the cases: -

1. Parent transfer/shifting of Govt. accommodation
2. Shifting to own residence (Ownership certificate may be attached)
3. Sibling studying in the same KV
4. Any other genuine reason / severe medical issue of student

Local Transfer application due to distance / proximity to house / lack of transport facility etc. will not be considered.

Please note the following points in this regard:

- a. Fresh admissions done in this academic year, 2023-24, will not be considered.
- b. Notice regarding Local Transfer 2023-24 should be displayed on the notice board and also on the Vidyalaya website.

भवदीय,

सन्तोष कुमार एन
(सन्तोष कुमार एन)
उपायुक्त

संलगन : यथोपरि

Annexure A**Groups for the purpose of considering Local Transfer application on KV TC: 2023-24**

1	No.1 KASARAGOD	
2	NO. 2 KASARAGOD	
3	KANHANGAD	
4	NILESHWAR	
5	EZHIMALA	
6	CRPF PERINGOME	
7	PAYYANNUR	
8	KELTRON NAGAR	
9	KANNUR	
10	THALASSERY	
11	NO. 1 CALICUT	
12	NO. 2 CALICUT	
13	NO. 1 PALAKKAD	
14	NO. 2 KANJIKODE	
15	THRISSUR	
16	RAMAVARMAPURAM	
17	NAD ALUVA	
18	ERNAKULAM	
19	NO. 1 NAVAL BASE KOCHI	
20	NO. 2 NAVAL BASE KOCHI	
21	PORT TRUST	
22	INS DRONACHARYA	
23	CRPF PALLIPPURAM	
24	PATTOM (SHIFT I)	
25	PATTOM (SHIFT II)	
26	AFS AKKULAM	
27	PANGODE	
28	SAP PEROORKADA	

KENDRIYA VIDYALAYA SANGATHAN, ERNAKULAM REGION
APPLICATION FOR LOCAL TRANSFER 2023-24

1. Name of the student :
2. Class & section/ Stream :
3. Present KV :
4. Date of admission :
5. Class to which admitted ;
6. Service Category of the parent :
7. Ground of admission (Priority category, RTE, Reservation, Special Provision etc.) :
.....
8. Address at the time of admission (As per admission records)
.....
.....
.....
.....
9. Name of KV in which admission is sought
 - 1.....
 - 2.....
 - 3.....
10. Reason for local transfer (put tick)
 1. Transfer of Parent (attach transfer order)
 2. Change of residence (Attach Quarter allotment letter / Ownership Certificate) [*change of address due to change in rental house will not be considered*]
 3. Sibling in another KV
 4. Any other Genuine reason (attach proof)
11. Details of documents attached to support the above claim:

12. If sibling is studying in the KV, give details

Name of the sibling:..... Class:..... Section.....

Date of admission..... Name of KV.....

Ground of admission

.....

Name of parent:

Signature of Parent:

Mobile No.

.....

Certificate to be issued by the KV in which the student is presently studying

1. Name of student. Class..... Section

Service Category of parent:..... Date of admission

Address at the time of admission:.....

.....

2. Ground of admission:.....

(To be verified by Class Teacher)

Signature of Principal with seal

Certificate to be issued by the KV in which the Student seek Local Transfer

1. Class to which admission is sought :

2. Average strength of the class- as on 30.06.2023:.....

3. Recommendation of the Principal:

Signature of Principal with seal

For Regional Office

1. Local Transfer Recommended / Rejected:

2. KV in which local transfer permitted :

3. Remarks :

Signature of Assistant Commissioner:

Signature of Deputy Commissioner