



केन्द्रीय विद्यालय संगठन, क्षेत्रीय कार्यालय, एरणकुलम

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

कडवन्त्रा पी.ओ. कोच्ची - २०

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F. 31331/2021-22/Local Transfer/KVSROEKM/

Date: 06.10.2021

To,
The Principal
Kendriya Vidyalayas
Under Ernakulam Region

Sub: Processing of Local Transfer Application 2021-22

Madam / Sir,

It is decided to invite applications of Local Transfer for the year **2021-22**. 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 for local transfer to the interested parents from **07.10.2021 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 **25.10.2021**.

KVs will then forward the completed local transfer applications to this Office so as to reach this office by **30.10.2021**. 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. The following grounds may be considered while recommending the cases:-

1. Parent transfer/shifting of Govt. accommodation
2. Shifting to own residence
3. Sibling studying in the same KV

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

Please note the following points in this regard:

1. Fresh admissions done in this academic year, 2021-22, may not be considered, except for cases where transfer of parent / allotment of government quarter is involved.
2. Notice regarding Local Transfer 2021-22 should be displayed in the notice board and also in the vidyalaya website.

Orders permitting local transfer shall be issued by **15th November 2021**.

This issues with the approval of competent authority.

Yours faithfully,

(Santhosh Kumar N)

Assistant Commissioner

Encl : As stated

Groups for the purpose of considering Local Transfer application on KV TC: 2021-22

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 2021-22

1. Name of the student :
 2. Class & section/ Stream :.....
 3. Present KV :.....
 4. Date of admission :.....
 5. Class to which admitted ;.....
 6. Ground of admission :.....
 7. Address at the time of admission (As per admission records)
.....
.....
.....
 8. Name of KV in which admission is sought 1.....

2.....

3.....
 9. Reason for local transfer (put tick) 1.Transfer of Parent

2.Change of residence

3. Sibling in another KV
 10. Documents attached to support the above claim:
 11. If sibling studying in the KV, give details

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

Date of admission..... Name of KV.....
- Name and 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:.....
3. Recommendation of the Principal:

Signature of Principal with seal

For Regional Office

1. Local Transfer Recommended / rejected:
2. School in which local transfer permitted:
3. Remarks

Signature of Assistant Commissioner

Signature of Deputy Commissioner