



# केन्द्रीय विद्यालय संगठन, क्षेत्रीय कार्यालय, एरणकुलम

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

कड़वन्त्रा पी.ओ. कोच्ची - २०

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F. 31331/2022-23/Local Transfer/KVSROEKM/

Date: 08.06.2022

To,  
The Principal  
Kendriya Vidyalayas  
Under Ernakulam Region

## Sub: Processing of Local Transfer Application 2022-23

Madam / Sir,

It is decided to invite applications of Local Transfer for the year **2022-23**. 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 21.06.2022 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 30.06.2022**.

**KVs will then forward all the completed local transfer applications to this Office so as to reach this office by 05.07.2022**. 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 30.06.2022.**

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, 2022-23, will not be considered.**
- b. **Notice regarding Local Transfer 2022-23 should be displayed on the notice board and also on the Vidyalaya website.**

This issues with the approval of competent authority.

Yours faithfully,

(Santhosh Kumar N)

Assistant Commissioner

Encl : As stated

Annexure AGroups for the purpose of considering Local Transfer application on KV TC: 2022-23

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 2022-23**

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)
    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 30.06.2022:.....
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

**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 30.06.2022:.....
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