



केन्द्रीय विद्यालय संगठन, क्षेत्रीय कार्यालय, एरणकुलम

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

कड़वन्त्रा 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