



# केन्द्रीय विद्यालय संगठन, क्षेत्रीय कार्यालय, एरणाकुलम

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

कडवन्ना 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

संलग्न : यथोपरि