



केन्द्रीय विद्यालय संगठन, क्षेत्रीय कार्यालय, एरणाकुलम

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/KVS/RO/EKM/2024-25/Acad.

Date: 18.06.2024

सेवा में

प्राचार्य

समस्त केन्द्रीय विद्यालय

एरणाकुलम संभाग

**विषय: Processing of Local Transfer 2024-25-reg**

महोदया / महोदय

It is decided to invite applications of Local Transfer for the year 2024-25. 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 20.06.2024 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 30.06.2024**.

KVs will then forward all the completed local transfer applications by speed post with **all the required documents to this Office, so as to reach this office by 05.07.2024**. One copy of the application should be kept at Vidyalaya.

**Processing of local transfer applications will be done at Regional Office, Ernakulam.**

Parents should be asked to provide supporting documents to prove their claims. **Local transfer applications are to be recommended /forwarded only if the average class strength is less than 50 as on 30.06.2024**. The following grounds may be considered while recommending the cases: -

1. In case of the allotment of Government Accommodation or shifting to own house to/by the parent (Priority Category I to IV in Civil/Defence KV and Priority Category I to V in Project/IHL KV) in previous /current academic session
2. Sibling studying in the same KV
3. Medical Urgency/serious illness of the student/parent.

**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, 2024-25 may not be forwarded.**
- b. **Notice regarding Local Transfer 2024-25 should be displayed on the notice board and also on the Vidyalaya website.**

भवदीय,

संतोष कुमार (संतोष कुमार एन)

उपायुक्त