



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. 31331/2019-20/Local Transfer/KVSROEKM/

Date: 27.05.2019

To,  
The Principal  
Kendriya Vidyalayas  
Under Ernakulam Region

**Sub: Processing of Local Transfer Application (KV TC) 2019-20**

Madam / Sir,

It is decided that, for processing of Local Transfer applications for the year 2019-20, KVs of Ernakulam Region are divided into Groups as per the list attached in Annexure A. Principals of concerned KV where student is presently studying will issue prescribed proforma for local transfer applications to the interested parents from 04/06/2019 to 20/06/2019. After endorsing her / his remarks/recommendations by the (present KV) Principal, the applications shall be forwarded to the Principal of the concerned Vidyalaya where parent is seeking transfer. Completed local transfer applications is to be sent by Group IC (Ernakulam & Thiruvananthapuram) / Principal (where local transfer is sought) so as to reach this Office latest by 07/07/2019.

Further, Thiruvananthapuram & Ernakulam Group KVs will forward the applications to the Principal, Group In charge for scrutinizing. Group In charge shall process the applications as per the guidelines and will forward the list of students in the attached proforma in MS Excel sheet (Annexure B) by e-mail and subsequently will forward the hard copy along with supporting documents for approval of Deputy Commissioner. All other Group KVs shall forward the applications with supporting documents for local transfer along with the list of students in the attached proforma in MS Excel sheet for approval of Deputy Commissioner. **List of students only need to be sent by email and applications and supporting documents to be sent by post only.** All other KVs whose name does not appear in any Group may forward the applications for Admission under KV TC.

Processing of local transfer applications are to be made in uniform and transparent manner. Parents should be asked to provide supporting documents to prove their claims. Generally local transfer applications are to be recommended only if the average class strength is less than 55. 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
4. Genuine Medical reasons supported with proof of illness & medical history of students / parents
5. Any other genuine reasons recommended by the Principal.

Please note the following points in this regard:

1. Fresh admissions done in this academic year, 2019-20, may not be considered, except for cases where transfer of parent / allotment of government quarter is involved.
2. Parent will collect the prescribed proforma & shall submit it to the Principal of present KV duly filled along with supporting documents.
3. On receipt of application, Principal shall send the application after filling relevant column to the desired KV or handover to the parent for submitting it to the Principal of desired KV.
4. On receipt of application along with documents, Principal, KV (where admission is sought) shall endorse his/her recommendations and shall send it to Group In charge in convenient batches, in the cases of local transfer within Ernakulam & Thiruvananthapuram Group.
5. Group In charge (in case of Ernakulam & Thiruvananthapuram) will process the application as per the guidelines issued and shall submit to Regional Office along with Annexure B initially in MS Excel by email & followed by hard copy with supporting documents. Group In charges need not conduct Meeting of Principal.
6. In all other cases of local transfer Principal KV where local transfer is sought shall endorse his / her recommendations and shall send it to Regional Office along with Annexure B initially in MS Excel by email & followed by hard copy with supporting documents by 07.07.2019 .
7. Notice regarding Local Transfer 2019-20 should be displayed in the notice board and also in the vidyalaya website.

Entire process of Local Transfer shall end by 21/07/2019.

Yours faithfully,

(C Karunakaran)

I/c Deputy Commissioner  
23/7/19

Encl : As stated

## Groups for the purpose of considering Local Transfer application on KV TC: 2019-2020

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	KALPETTA	
12	NO. 1 CALICUT	
13	NO. 2 CALICUT	
14	MALAPPURAM	
15	NO. 1 PALAKKAD	
16	NO. 2 KANJIKODE	
17	OTTAPPALAM	
18	THRISSUR	
19	RAMAVARMAPURAM	
20	NAD ALUVA	<b>Ernakulam Group</b> Mrs. Maya George Principal, Kendriya Vidyalaya INS Dronacharya
21	ERNAKULAM	
22	NO. 1 NAVAL BASE KOCHI	
23	NO. 2 NAVAL BASE KOCHI	
24	PORT TRUST	
25	INS DRONACHARYA	
26	PAINAVU, IDUKKI	
27	KADUTHURUTHY	
28	RUBBER BOARD, KOTTAYAM	
29	NTPC KAYAMKULAM	
30	ADOOR ( SHIFT I )	
31	ADOOR ( SHIFT II )	
32	CHENNEERKARA	
33	KONNI	
34	KOLLAM	
35	CRPF PALLIPPURAM	<b>Thiruvananthapuram Group</b> Mr. Ajay Kumar Principal Kendriya Vidyalaya Pattom
36	PATTOM (SHIFT I)	
37	PATTOM ( SHIFT II )	
38	AFS AKKULAM	
39	PANGODE	
40	SAP PEROORKADA	
41	KAVARATTI	

**Annexure B**

Sl.No	Name of Student	Class	Category	Present KV	KV Where admission is sought	Average Class strength		Date of Admission in KV	Gist of the case (with supporting documents)	Recommendation by the Principal, where admission is sought, with comments	Recommendations by the Group IC if applicable
						Present KV	KV where admission is sought				

results/recommendations by the (present KV) Principal, the application should be forwarded to the Principal of the concerned Vajpeyia where parent is working against. Completed local transfer application is to be sent by Group IC (Bharatnagar & Thiruvananthapuram) / Principal (where local transfer is sought) along with the Office letter by 30/07/2022.

Further, Thiruvananthapuram & Bharatnagar Group ICs will forward the applications to the Principal, Group IC in charge for finalising. Group IC in charge will forward the applications along with the guidelines that will forward the list of students in the attached format to the Group IC (see page 5) by email and subsequently will forward the list of students with supporting documents for approval of Deputy Commissioner. All Group ICs should forward the applications with supporting documents for local transfer along with the list of students in the attached format to the Group IC in charge for approval of Deputy Commissioner. Local transfers only need to be sent by email and applications and supporting documents to be sent by post only. All other KV's whose name does not appear in any Group IC's list should be forwarded for Admission under KVTC.

Processing of local transfer applications should be made in order. If any student's name is not found in the list of students, the parent should be asked to provide supporting documents to prove the fact that the student is a local transfer applicant and to be considered for admission. If the average class strength is more than 30, the following grounds may be considered for admission:

1. Paved tract / building of Govt. or semi-Govt.
  2. Shifting to new residence.
  3. Medical reasons.
  4. Government Medical reasons supported with certificate from Government Medical Officer.
- In any other grounds, approval should be given by the Principal.