

**KENDRIYA VIDYALAYA SANGATHAN, ERNAKULAM REGION**  
**APPLICATION FOR LOCAL TRANSFER 2023-24**

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) [*change of address due to change in rental house will not be considered*]
  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 30.06.2023:.....

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