



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. 31331/2018-19/Local Transfer/KVSROEKM/

Date: 16.04.2018

To,
The Principal
Kendriya Vidyalayas
Under Ernakulam Region

Sub: Processing of Local Transfer Application (KV TC) 2018-19

Madam / Sir,

It is decided that, for processing of Local Transfer applications for the year 2018-2019, 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 04/06/2018 to 15/06/2018. 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 05/07/2018.

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, 2018-19, 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 05.07.2018 .
7. Notice regarding Local Transfer 2018-19 should be displayed in the notice board and also in the vidyalaya website.

Entire process of Local Transfer shall end by 17/07/2018.

This issues with the approval of competent authority.

Yours faithfully,


(C Karunakaran)
Assistant Commissioner
10/7/18

Encl : As stated

Groups for the purpose of considering Local Transfer application on KV TC: 2018-2019

| | | |
|----|------------------------|---|
| 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 | Ernakulam Group 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 | KOLLAM | |
| 34 | CRPF PALLIPPURAM | Thiruvananthapuram Group Mr. Ajay Kumar Principal Kendriya Vidyalaya Pattom |
| 35 | PATTOM (SHIFT I) | |
| 36 | PATTOM (SHIFT II) | |
| 37 | AFS AKKULAM | |
| 38 | PANGODE | |
| 39 | SAP PEROORKADA | |
| 40 | KAVARATTI | |

