केन्द्रीय विद्यालय संगठन, क्षेत्रीय कार्यालय, एरणाकुलम
KENDRIYA VIDYALAYA SANGATHAN, REGIONAL OFFICE, ERNAKULAM
(An Autonomous Body Under MoE, Govt. of India)
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F. 31331/2025-26/KVS/RO/EKM/ Acad./ दिनांक: 10.06.2025

सेवा में,
प्राचार्य
समस्त केन्द्रीय विद्यालय
एर्णाकुलम संभाग

विषय: Processing of Local Transfer 2025-26-reg

महोदया / महोदय,

It is decided to invite applications of Local Transfer for the year 2025-26. 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 20.06.2025 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 30.06.2025.

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 **05.07.2025**. 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 only if the average class strength **is less than 45 for classes upto IV** and **less than 50 for classes V & above as on 30.06.2025**. 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 Sector KV and Priority Category I to V in Project/IHL Sector KV) in previous/ current academic session.
2. Medical urgency/serious illness of the student / parent.
3. Sibling of the student is studying in the KV where admission is sought.(in such cases, the Deputy Commissioner of the Region will approve the Local Transfer in the either KV which has lesser class strength out of the KVs where siblings are studying).

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, 2025-26 should not be forwarded.
b. Notice regarding Local Transfer 2025-26 should be displayed on the notice board and also on the Vidyalaya website.

भवदीय,

संतोष कुमार एन 10/6/25
(संतोष कुमार एन)
उपायुक्त

संलगन – यथोपरि

Groups for the purpose of considering Local Transfer application on KV TC: 2025-26

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	NO. 1 CALICUT	
12	NO. 2 CALICUT	
13	NO. 1 PALAKKAD	
14	NO. 2 KANJIKODE	
15	THRISSUR	
16	RAMAVARMAPURAM	
17	NAD ALUVA	
18	ERNAKULAM	
19	NO. 1 NAVAL BASE KOCHI	
20	NO. 2 NAVAL BASE KOCHI	
21	PORT TRUST	
22	INS DRONACHARYA	
23	CRPF PALLIPPURAM	
24	PATTOM (SHIFT I)	
25	PATTOM (SHIFT II)	
26	AFS AKKULAM	
27	PANGODE	
28	SAP PEROORKADA	

ANNEXURE B

KENDRIYA VIDYALAYA SANGATHAN, ERNAKULAM REGION

APPLICATION FOR LOCAL TRANSFER 2025-26

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 in present KV (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)**

    (Cat. I to IV only)

    1. Transfer of Parent (attach transfer order)

    2. Change of Govt. accommodation (Attach Quarter allotment letter / Order)

    3. Shifting to own house (attach Ownership Certificate) [*change of address due to change in rental house will not be considered*]

    4. Sibling in the KV where admission is sought

    5. Serious illness of the student / parent

*** RTE Admitted students are not eligible for transfer except or conditions given in KVS HQ letter F.N.11-Acad029(Misc)/31/2024 dated 12.06.2024**

11. **Details of documents attached to support the above claim:**

12. **If sibling is studying in the KV where local transfer is sought, 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 30.06.2025:……..**
3. **Recommended / Not Recommended: ……**

(To be recommended only if the applicant / student satisfies the conditions in the KVS HQ letter F.N.11-Acad029(Misc)/31/2024 dated 12.06.2024 / Admission Guidelines 2025-26)

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