

**Announcement regarding Transfer of Students from ONE KV to another KV ( Local Transfer )**

Parents who are willing to apply for LOCAL TRANSFER in respect of their wards studying in classes I TO VIII of this vidyalaya are hereby requested to submit their application forms as per the details given below .

- Application form for Local transfer for the year 2021-22 is enclosed herewith . Printout of Application form are to be taken in LEGAL size paper only (03 copies )
- Parents are requested to submit the Duly filled and signed application forms in TRIPLICATE (03 sets) along with the photo copies of the following supporting documents to this Vidyalaya on 21-10-2021 .
- Submission details :  
Date of submission :- 21-10-2021  
Time of submission :- 12 to 1 p.m.  
Place of submission :- Primary resource room  
(admission department)
- **The following Documents are to be attached along to the Local transfer application form:-**

- i) Residence Proof for change of residence (old and New) viz. Xerox copy of Gas connection, Ration Card, Voter I.D. Card/ Aadhaar Card etc
- ii) Transfer of parent within the city limits - copy of transfer order of parent, if applicable
- iii) Allotment of Government accommodation - copy of qtrs allotment order
- iv) Health / Medical grounds - Medical documents issued by the Govt. Hospital/AMA/CGHS

Enclosure :- LOCAL TRANSFER APPLICATION FORM

**KENDRIYA VIDYALAYA SANGATHAN, CHENNAI REGION**

**Application for Local transfer for the year 2021-22**

(To be submitted in Triplicate in the KV where the student is presently studying)

1. Transfer sought from KV \_\_\_\_\_ to KV \_\_\_\_\_
2. Name of Student (Capital letter) :
3. Sex :
4. Father's name :
5. Class in which the child is studying :
6. Date of Initial Admission in KV with class:
7. Nature of admission (New Admission / Hon'ble HRM/MP Quota/ Chairman Quota, etc)
8. Reason for seeking transfer :

(Enclose the documentary evidence. Medical ground cases should be supported by valid Medical documents issued by the Govt. Hospital/AMA/CGHS)

1. (a) Residential address at the time of admission \* :

(b) Present residential address \* :

(Residential proof of a & b both are to be attached)

(\*Attach any one : Xerox copy of Gas connection, Ration Card, Voter I.D. Card/ Aadhaar Card/Allotment of Quarter in case of Govt. accommodation, Driving license)

7. Signature of the parent/guardian with date :

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(To be filled up by the KV where the student is studying)

(After filling three copies, two copies are to be sent the KV where local transfer is sought)

1. From which year the child is studying in your KV :
2. Whether the child admitted on transfer or fresh admission : On Transferred / As fresh. (tick proper place)
3. Category of the parent (Cat I/II/III/IV/V/VI)(must be filled up) :
4. Roll strength of class. : No. of sections \_\_\_\_\_ Strength \_\_\_\_\_
5. Remarks/recommendation of the Principal :

Signature of Principal  
With seal

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(To be filled up by the KV where local transfer sought)

(After filling up two copies, one copy is to be sent to RO)

1. Enrolment as on date : No. of section \_\_\_\_\_ enrolment \_\_\_\_\_
2. Remarks/Recommended/Not recommended of the Principal :

Signature of the Principal  
with seal

Approved/Not approved. (to be filled up by RO)