

KENDRIYA VIDYALAYA SANGATHAN REGIONAL OFFICE CHENNAI

General Instructions for Local Transfer during the Session: 2023 -24

**(A) Criteria of eligibility for applying local transfer of students :**

- (I) The Student must complete at least two academic years of stay in the KV.
  - (II) Students of Class III to IX are eligible for applying local transfer.
  - (III) Candidates whose residential address has been changed from the address mentioned at the time of admission are eligible however supportive documents are required.
  - (IV) If the sibling of the student is already studying in the KV where local transfer is sought is eligible to apply local transfer subject to the student has completed at least one year stay in the KV for whom local transfer is required.  
In case of Sibling, the local transfer will be considered in the KV having less enrollment.
  - (V) If the admission is done other than RTE Quota.
  - (VI) If transfer of Govt. Servant is involved and the transfer has been done after the date of admission of the ward.
  - (VII) If shifting of family is involved due to change of Govt. accommodation in respect of Govt. Servants.
  - (VIII) If shifting of family is involved due to owning new house by the parent subject to providing supportive documents in this regard.
- (B) Apart from the above mentioned criteria, if local transfer is required on any inevitable grounds, parent may apply with supportive documents of the ground mentioned in the application.
- (C) In case of seeking local transfer in the KV functioning in project sector, parent will have to submit application to the Principal of the KV concerned and the Principal will process the application for obtaining permission of the Chairman VMC.

**Note:**

1. The transfer will be considered on the basis of priority category wise stated in Admission Guidelines -2023.
2. Application for local transfer will be considered only up to the class enrolment 50 for category I & II candidates and 45 for other categories.
3. The application for local transfer of candidates submitted with incomplete information or without relevant supportive documents / certificates will stand invalid & will be rejected.
4. Schedule of Local Transfer should be strictly followed.

  
ASSISTANT COMMISSIONER  
04/07/23