



फा.170331/स्था स्था /2021-21/केविसं/ चे.क्षे/ 5657-5710 दिनांक 13.10.2021

प्राचार्य/ The Principal

केंद्रीय विद्यालय / Kendriya Vidyalayas
Chennai Region.

विषय: छात्रों का स्थानांतरण 2021-22

Sub: Transfer of students (Local Transfer) of Classes I to VIII during
2021-22 : reg

Madam / Sir,

Please refer to this office letter dated 09.07.2021 on the subject cited above wherein it was informed that the transfer of students from one KV to another (Local transfer) was kept in abeyance as teaching learning process was done through online more only.

However, the Government of Tamil Nadu has decided to re-open schools for students of Classes I to VIII wef 01.11.2021 and this office has been receiving requests from parents of the students studying in these classes seeking transfer of students from one KV to another (Local Transfer).

In view of the above, it has been decided by the competent authority to invite application from the parents for local transfer in respect of students studying in Classes I to VIII. It is further clarified that the transfer of student among / between KVs mentioned below are only covered under local transfer:

1. 14 KVs of Chennai
2. KVs at Kalpakkam (No.1 & No.2 Kalpakkam)
3. KVs at Pondicherry (No.1 & No.2 Pondicherry)
4. KVs at Trichy (3 KVs)
5. KVs at Madurai (No.1 & 2 Madurai)
6. KVs at Arakkonam (Arakkonam & Thakkolam)
7. KV Sulur and KV Coimbatore
8. No.1 & 2 Port Blair

The prescribed format (Revised) for submitting applications is attached herewith for necessary action. The applications submitted by the parent will initially be processed by the KV where child is studying and will be forwarded to the KV where local transfer is sought for further onward submission to Regional Office as per the guidelines given below :

1. The local transfer application should be submitted in the prescribed form enclosed herewith duly signed by both the Principals of KVs
2. The following documents are to be attached to the local transfer application
 - 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


3. A student should have completed TWO academic years in present KV to seek local transfer to another KV i.e. student should have admitted in the present KV prior to 31.08.2019
4. The KV where student is studying will prepare KV-wise list and send all the applications in one bunch to the respective KVs where local transfer is sought.
5. The Principal KV where local transfer is sought can send all the applications to this office in one bunch. The particulars of the students seeking local transfers should be furnished to this office in the EXCEL format as given below along with applications in Original :

S No.	Name of student	Name of father	Category	Class	Date of admission in KV	Average Enrolment as on 21.10.2021	Present KV	Local transfer sought to KV
-------	-----------------	----------------	----------	-------	-------------------------	------------------------------------	------------	-----------------------------

The last date for submission of application with all supporting documents to Regional Office Chennai is 28.10.2021.

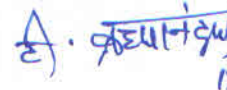
यह सक्षम अधिकारी के अनुमोदन पर जारी किया जाता है।
This issues with the approval of the competent authority.

भवदीय,


(टी ब्रह्मानंदम)
सहायक आयुक्त
18/10/21

Copy to :

1. PA to DC KVS RO Chennai
2. FO KVS RO Chennai / SO I/c (Admn) KVS RO Chennai
3. Notice Board of RO Chennai
4. Guard file


सहायक आयुक्त
18/10/21