

**KENDRIYA VIDYALAYA SANGATHAN REGIONAL OFFICE CHENNAI****Application Form for Local Transfer during the year 2023 -24****Part – 1: To be filled by parents clearly****[Without a proper certificate, no ground for local transfer may be considered]**

01. Name of present K.V.:
02. Name of K.V. for transfer :
03. Name of Student :
04. Class & Section :
05. Father's Name :
06. Category of Parent :
07. Admission NO: .....Date of Admission.....
08. Name of Dept., where working (Attach Certificate) :
09. Address of Residence at the time of Admission in present K.V. (Attach Certificate) :

10. Distance of Residence from present K.V.:

11. Present Residence(Attach Certificate) :

12. Distance of Residence from K.V , Where Willing :

13. If change of residence is involved

(a) Date of allotment of Govt. Accommodation

(b) Date of entry in newly constructed / bought residence:

14. If siblings are study in other K.V., then give their complete details (Attach Certificate)

S. No	Name of Student	Class & Sec	Name of that K.V.	Date of Admission
1				
2				
3				

15. If Other Grounds, give details (Attach a certificate) :

Date:

Signature of parent:

KENDRIYA VIDYALAYA SANGATHAN REGIONAL OFFICE CHENNAI  
Forwarding of Application Form for Local Transfer, 2023 -24

**Part – 2: Remarks by Principal of present K. V.**

**ALL THE INFORMATION FILLED BY PARENT MUST BE VERIFIED PROPERLY**

**Incomplete application and/or without a proper certificate(s) are not to be forwarded**

01. Name of Student : Class & Section :
02. Attendance of student in the current session in K.V. :
03. **Local Address at the time of admission (Attach copy of admission form):**
04. Name of earlier K.V. from where came on transfer :
05. Average strength of students in class :
06. Recommendation of Principal with reason other than enrolment :
07. **Certified that the above information are correct as per available records.**

Signature of Principal:

Seal:

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**Part – 3: Remarks by Principal, KV where admission is sought**

Average strength of class :

Recommendation :

Signature of Principal :

Seal :

**Part – 4 : Remarks by Station Coordinator**

Recommendation :

Signature & Station Coordinator :

Seal :

**Part -5:** Approval of D.C.

Approved / Not Approved