

KENDRIYA VIDYALAYA SANGATHAN : CHENNAI REGION

APPLICATION FOR LOCAL TRANSFER OF STUDENT

1. Name of the student (in Capital letters)
2. Class Studying
3. KV where studying
4. Date of Admission to the present KV & Class to which admitted
5. Address of the parent at the time of admission of the child with Pin code
 - a) Official :
 - b) Residence :
6. Names of KV where Local transfer is sought :
 1.
 2.
 3.
7. Reason for local transfer (supporting documents to be attached):
8. If brother / sister (sibling) of the students is studying, please give details

Name of brother / sister	Class	Name of KV	Date of admission	Remarks

** Proof to be attached

Certified that

Signature of Father / Mother

Name of the Father :

Name of the Mother :

Address:

Tel / Mob No.

** (Tick ✓ whichever is applicable)

1. Transfer order of father / mother
2. Allotment of govt accommodation / vacation of govt accommodation
3. Sibling certificate
4. Any other

Certificate to be issued by the KV where student is presently studying

- 1) Name of the Student :
- 2) Class Sec Cat. of Parent.....
- 3) Date of admission
- 4) Address of the parent at the time of admission
- 5) Recommendation of the Principal
(after going through the supporting documents attached)

Date

Signature with Seal

Certificate to be issued by the KV where student seeks local transfer

- 1) Class to which admission is sought
- 2) Average strength of the class (No of students / No of sections)
- 3) Present address given (a) Resi
- (b) Off.
- 4) Reason for Local transfer
- 5) Recommendation of the Principal

Date

Signature with Seal

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For use of RO

Local transfer PERMITTED / NOT PERMITTED

SIGNATURE