

# DOCUMENTS:

## KENDRIYA VIDYALAYA INS NO.2 BALASORE

### DOCUMENTS REQUIRED FOR ADMISSION IN CLASS-I-IX, SESSION 2024-25

The following documents are to be submitted in original along with self attested copies by the parents whose child will be selected and called for admission. Some of the original documents will be returned after verification.

1. Filled in Application Form for Admission The Format may be downloaded from the Vidyalaya Website.
2. Filled in Format for Entry in UBI Portal – Format is available in Vidyalaya Website for download & use
3. Hard Coy (Print Out) of the Online Application Form: Paste the Colour Passport size photo of the child on it.
4. Birth Certificate issued by the competent authority showing date of birth(Keep the Original for verification & attach a photocopy)
5. Proof of Residence: Electricity bill/Telephone bill/gas connection or gas delivery receipt/Aadhar Card/bank Pass Book /Quarter Allotment order copy (if residing in govt. allotted quarter) etc. in which the address is mentioned (This should be in the name of either of the parents). If residing in Rented House – Rent agreement along with electricity bill of the house owner.
6. Self-declaration about Submission of documents, the distance of the residence from KV INS Chilka & Undertaking for Caste Certificate – where applicable (The format may be downloaded from the Vidyalaya Website).
7. Certificate of Proof of Blood Group
8. Valid SC/ST/OBC-NCL Certificate issued by the competent authority (Certificate in the name of either of the parents may be accepted initially) – If it is in the name of the parent an undertaking should be submitted to submit the certificate in the name of the child within 03 months from the date of admission.
9. OBC (Non-Creamy Layer) Certificate issued by the competent authority – should not be older than three year.It should be issued on or after 01.04.2021
10. Those claiming **Economically Weaker Section** should submit valid documents i.e. Valid “**INCOME& ASSET CERTIFICATE TO BE PRODUCED BY ECONOMICALLY WEAKER SECTION**” issued by the competent authority (**Income Certificate will not be accepted in lieu of this**) : It should be issued during the current Financial Year i.e. on or after 01.04.2024 , Certificate issued after 01.04.2023 will be accepted initially , however the fresh one issued after 01.04.2023 will be submitted by the parent within One month of admission. (Certificate in the name of either of the parents may be accepted).
11. Those claiming **Below Poverty Line** should submit the following documents:

(a) BPL Card, if available in the name of the parent of the child, but lapsed as on date, this can be countersigned by the BDO of the locality of rural areas/Executive Officer of NAC of Municipality areas to validate the card along with Low Income Certificate/ EWS Certificate/Labour Card

**OR**

(b) PHH Ration Card (New) + Low Income Certificate/ EWS Certificate/Labour Card

**OR**

(c) Antodaya Anna Yojana Card + Low Income Certificate/ EWS Certificate/MGNREGP Job Card/Labour Card

**AND**

An Affidavit to the effect that as on date the Parent and his family belongs to BPL Category and Low-Income Group and all information provided about the above documents are correct.

12. Valid Handicapped Certificate issued by the competent authority certifying that she/he is a child with Special Needs (CwSN) – those claiming CwSN.
13. A Service Certificate (By Government Employees) showing the number of transfers during the preceding 7 years issued by the competent authority- **ORIGINAL**(Those claiming Service Category 1/2/3/4) – Format may be downloaded from the Vidyalaya Website
14. Certificate from the employer showing the Pay particulars of the employee, the status of employment and nature of the establishment - **ORIGINAL**(Applicable only for Government employees – Those claimed Service Category: 1/2/3/4) – should be in the prescribed format available in Vidyalaya website
15. For government employees – ID card issued by the employee/last month's pay slip
16. For Ex-Service Man – Bonafide Certificate & Transfer details counter signed by the Zilla/Rajya Sainik Board or any competent authority, Copy of Discharge Book, Copy of PPO. (Copy of Discharge Book and Ex-Serviceman ID Card may be accepted).
17. Copy of Transfer Orders
18. Aadhar Card (Child, Father, Mother)
19. Any other documents as required by the admission committee as per the demand of the situation

NOTE:

- a. The documents from Sl. No. 1 to 7 are compulsory for all and Sl.No. 8 to 19 are for the cases where applicable.
- b. Different Formats are available in School Website under the head "ADMISSION FORMATS" in Pdf – may be downloaded for use.

PRINCIPAL

**CHECK LIST OF DOCUMENTS**

**PART-A (Details of the Child)**

1. Name of the Child : \_\_\_\_\_
2. Class to which admission sought : I (Class One)
3. Session : 2024-25
4. Application Submission Code : \_\_\_\_\_
5. Selected under the category of : RTE/ CwSN/Cat-I/Cat-II/SC/ST/OBC(NCL)
6. Serial Number in the Selection List : \_\_\_\_\_

**PART-B (Documents submission by the parent)**

The self-attested copy (Except cases where original is mentioned) of the following documents are submitted by me.

Sl. No.	Name of the Document	Yes/ No	Remarks
1	Filled in Application Form for Admission (Page: 1 & 2 to be printed on both sides of a single paper)		
2	Filled in Format for Entry in UBI Portal		
3	Hard Copy (Print out) of the Online Application Form		
4	Birth Certificate (Both Original & a Photocopy)		
5	Residence Proof (Mention the type in Remark column)		
6	Self-Declaration of submission of correct information and documents, Distance from School to Residence		
7	Certificate of Proof of Blood Group		
8	Caste Certificate (SC/ST/OBC-NCL) – (Specify whether in the name of the child or parent in Remarks Column)		
9	Undertaking (If Caste Certificate in the name of the Parent)		
10	Income & Asset Certificate for Claiming Economically Weaker Sections		
11	BPL Card/ Proof of claiming BPL (Write Names of documents in Remark Column)		
12	CwSN Certificate (Specify % of disability and type of disability in Remarks Column)		
13	Service Certificate & Certificate showing no. of transfers (ORIGINAL) (Specify category of employee i.e. state govt./central govt. etc. in Remarks Column)		
14	Certificate from the employer – in prescribed format available in Vidyalaya Website (ORIGINAL)		
15	Employee ID card/Last month's pay slip (Specify Employee Code in Remarks Column)		
16	Transfer Orders (Specify number of transfers in preceding 7 years as on 31.03.2022 in the remarks column)		
17	For Ex-Service Man ID proof/Discharge Book (Specify the date of discharge in Remarks Column)		
18	For Ex-Service Man Certificate of transfers counter signed by the Authority (ORIGINAL) - (Specify no. of transfers in Remarks Column)		
19	Aadhar Card (Child, Father, Mother)		
20	Any Other		

Signature of the Parent with Date

**PART-C (For the Verifying Officers)**

All the documents mentioned above are submitted by the parent and verified by us from the original and found with the following Remarks. (Specify whether admission is approved or rejected in Remarks Column)

**Verifying Officer -1**

**Verifying Officer-2**

Remarks:

Signature:

Name & design. :

I/C Admission

Counter Signed by the Principal

पीएम श्री केन्द्रीय विद्यालय भा.नौ.पो. चिल्का/PM SHRI KENDRIYA VIDYALAYA

प्रवेश के लिए प्रार्थना पत्र /APPLICATION FOR ADMISSION

प्रवेश संख्या / Admission No. \_\_\_\_\_, प्रवेश की तिथि/ Date of Admission: \_\_\_\_\_

**Office Use Only**

Fresh/ KVTV/ Other TC	Class	Section	Admission Category	Social Category	Boy/ Girl	Parent's Deptt/ Occupation	Admission Guidelines Provision/ Para	Authority Letter No.

**To be filled by the Parent**

क्रम सं. Sl. No.	विशेषताएँ/Particulars	जानकारी / Information
1	व्यक्ति का नाम/Name of the Student	
2	जन्म तिथि/Date of Birth	
3	आयु 31.03.2024 को/Age (As on 31.03.2024)	Year _____ Month _____ Days _____
4	राष्ट्रीयता/Nationality	
5	<b>माता - वपता का ब्योरा /Details of Parent</b>	
i	माता का नाम/Mother's Name	
ii	पिता का नाम/Father's Name	
iii	माता का व्यवसाय (विद नाम)/Mother's Occupation (with designation)	
iv	पिता का व्यवसाय (विद नाम)/ Father's Occupation (with designation)	
v	कार्यालय का नाम, पूरा ठेका व दूर भाष संख्या/Name of Office and Full Address with Telephone Number (Father/Mother)	
vi	पूरा आवासीय ठेका व दूर भाष संख्या/Full Residential Address with Telephone Number	
vii	स्थायी घर का ठेका / Permanent House Address	
viii	वेतन 01.04.2024 को Pay as on 01.04.2024	Basic Pay:Rs. _____ Total Emoluments Rs. _____
ix	31.03.2024 तक बहले 7 वर्षों में हुए स्थानान्तरणों की संख्या /Number of transfers during last 7 years as on 31.03.2024	
xx	प्रवेश की श्रेणी (माता - पिता)/Admission Category of Parent(I/II/III/IV/V)	
6	स्थानीय अभिभावक का ठेका (यदि उचित)/Name & Address of Local Guardian (if any & Applicable)	
7	अंतिम विद्यालय जहाँ पढ़ा हो/Name and address of the school last attended with class	
8	क्या यह केन्द्रीय विद्यालय का या मान्यता प्राप्त/अमान्यता प्राप्त विद्यालय था /Whether it was Kendriya Vidyalaya/Recognized/Unrecognized School	
9	अंतिम परीक्षा का परिणाम /Result of Last Examination & Percentage of Marks	
10	जिस कक्षा में प्रवेश चाहा/Class to which admission is sought	
11	भरने वाले विषय /Subject proposed to offer	
12	क्या स्थानान्तरण प्रमाण पत्र सल ग्रहण है (हाँ/नहीं) /	

14	मातृ भाषा व गृह नगर/Mother tongue & Home Town	Mother tongue: _____, Home Town: _____
15	क्या क्वदयामिी अनसु ढूषमि जाति /जनजाति/ओ.वी.सी./सामान्य से हेँ / Whether the student belongs to Schedule Caste/Schedule Tribe/OBC/General	

Signature of the Parent: \_\_\_\_\_

## माता-वपता के द्वारा घोषणा/DECLARATION BY THE PARENT

मैंने एिदद्वारा घोषणा करिा/करिी हूू कक मेरे दवारा दी गई समस्ि सखू ना सतय है। मै ववदय्यालय तनयमों से प्रतिबद्ध रहूंगा/रहूगी। I hereby declare that the information furnished by me are correct to the best of my knowledge. I shall abide by the rules of the Vidyalaya.

ददनांक/Date: \_\_\_\_\_

माता-वपता के हसिाकषर/Signature of Parents

## के िल कायाथलय के प्रयोग के ललए /FOR THE OFFICE USE ONLY

प्रमाणरि ककया जािा हेे कक मनने आवेदन - ित्र और समबद्ध कागजािों की जांच कर ली है।  
Certified that I have

checked the application form and the relevant papers are found in order.

Admission In charge

समबद्ध कागजािों के तनरीक्षरोंरिरान्ि एवं शुलुक प्राप्िोरिरान्ि ककषा \_\_\_\_\_ वगा \_\_\_\_\_ में प्रवेश देें। Please admit \_\_\_\_\_ to Class: \_\_\_\_\_ Section : \_\_\_\_\_ after checking the relevant papers and finalise the dues.

ददनांक/Date : \_\_\_\_\_

प्राचार्य /PRINCIPAL

दाणिला ददया गया | Admitted to Class : \_\_\_\_\_ Section : \_\_\_\_\_

प्राप्ि धन का ववरर | Details of Fees received :

शुलुक रसीद क्र. | Fee Receipt No. \_\_\_\_\_ तिथि | Date : \_\_\_\_\_

प्रवेश तिथि /Admission Fee : Rs. \_\_\_\_\_ भशकषा शुलुक /Tuition Fee: Rs. \_\_\_\_\_

वव.वव.एन. शुलुक /VVN Fund : Rs. \_\_\_\_\_ कम्प्युटर शुलुक /Computer Fund : Rs. \_\_\_\_\_

कम्प्युटर ववज्ञान शुलुक /Computer Science Fee : Rs. \_\_\_\_\_ कु ल शुलुक / TOTAL : Rs. \_\_\_\_\_

ककषा उजिस्ि ति िंजकका में नाम दजा ककया गया /Name has been entered in the Class Attendance Register.

ददनांक/Date : \_\_\_\_\_

ककषा अध्यािक/ Class Teacher

प्रमाणरि ककया जािा हेे कक समस्ि प्रववटय्या छात्र िंजकका में दजा की गयी एवं शुलुक का भुगिान इस कायाालय ककषा अध्यािक के द्वारा प्राप्ि ककया गया। / Certified that all the entries have been made in the Scholar's Register and the dues have been realised by Office/Class Teacher.

ववदय्यािी की छात्र िंजकका संख्या / The S.R.No. of the student is \_\_\_\_\_ Vol. : \_\_\_\_\_

ददनांक/Date: \_\_\_\_\_

कायाालय प्रभारी /Office In-charge

## फाइल/FILE

ददनांक/Date : \_\_\_\_\_

प्राचार्य/ PRINCIPAL

### CHECK LIST OF DOCUMENTS

FRESH/KV/ARMY TC : \_\_\_\_\_

List of Documents with No. & Date of Issue:

Sl.No.	Name of the Document	Number	Date of Issue	Remarks

Verifying Officer

**SELF DECLARATION**  
**(Submission of Documents & Information)**

I \_\_\_\_\_ Father /Mother of Master/Miss  
\_\_\_\_\_ age \_\_\_\_\_ years , resident of  
\_\_\_\_\_

\_\_\_\_\_  
(Complete Address) , do hereby declare that the information given in admission form of the admission in Kendriya Vidyalaya INS Chilka and in the enclosed documents is true to the best of my knowledge and belief and nothing has been concealed therein. I am well aware of the fact that if the information given by me is proved false/ not true at any point of time, admission has to be deemed cancelled and I will be liable to punishment as per guidelines of KVS and the benefit accrued by me or my ward will be summarily cancelled.

Date : \_\_\_\_\_  
Place : \_\_\_\_\_

Signature of the Parent  
Mobile No : \_\_\_\_\_

**SELF DECLARATION**  
**(Distance from School to Residence) – For Candidates Selected under RTE**

I \_\_\_\_\_ Father /Mother of Master/Miss  
\_\_\_\_\_ age \_\_\_\_\_ years , bearing Application  
Submission Code : \_\_\_\_\_ Residence address  
as mentioned in the Registration Form  
\_\_\_\_\_

\_\_\_\_\_  
(Complete Address as mentioned in the Online  
Registration Form) , do hereby declare that the distance between Kendriya Vidyalaya INS  
Chilka and the above mentioned residence is \_\_\_\_\_ km .

Date : \_\_\_\_\_  
Place : \_\_\_\_\_

Signature of the Parent  
Mobile No : \_\_\_\_\_

**UNDERTAKING**

***(Submission of SC/ST/OBC/BPL/EWS Certificate)***

I \_\_\_\_\_ (Name of the Parent) do hereby declare that I will submit the SC/ST/OBC- Non-Creamy Layer/BPL/EWS issued by the competent authority in the name of my child \_\_\_\_\_ (Name of the Child) within 03 (Three) months from the date of admission of my ward in Kendriya Vidyalaya INS Chilka. If I fail to submit the same in the name of my child within this period the admission of my ward will be summarily cancelled.

Date : \_\_\_\_\_

Place : \_\_\_\_\_

Signature of the Parent

Mobile No : \_\_\_\_\_



**SERVICE CERTIFICATE  
(CENTRAL GOVERNMENT)**

Certified that Sri/Smt. \_\_\_\_\_ is working as a regular/permanent/temporary/contractual/part time/casual employee in the capacity of \_\_\_\_\_ in this office/Ministry/under the Ministry of \_\_\_\_\_ government of India. He/ She is an employee of Defence Service/CRPF/BSF/NSG/SPG/CISF/Central Govt./Central Govt. Autonomous body/Central govt. PSU fully financed/partially financed by the Central Govt. His/her services are non-transferable / transferable anywhere in India.

**Complete Address and telephone No. of the Office**

\_\_\_\_\_

\_\_\_\_\_

Place: \_\_\_\_\_

Signature of Head of the Office

Date: \_\_\_\_\_

(with Name, Designation and Office Stamp)

**CERTIFICATE OF NUMBER OF TRANSFERS**

I \_\_\_\_\_ (Name) \_\_\_\_\_ (rank /designation) of \_\_\_\_\_ (Name of the Office), do hereby certify that during the past 7 years (Up to 31.03.2024) I have been transferred \_\_\_\_\_ times (In figures & in words) from one station to another. ***(If the distance between the form and to place is at least 20 kms and the minimum period of stay is six months then only it will be considered as a transfer).*** The details of which are given as under:

I know that if the above-mentioned facts are found incorrect, my child will be disqualified for admission in Kendriya Vidyalaya.

Office/Unit and Place	Date of Joining the Office/Unit	Date of Release from the Office/Unit	Period of stay (in days)	Transferred Office/Unit and Place	Distance between the Two Office (in km)	Transfer Order No.

Signature of the Parent

**COUNTER SIGNATURE**

I, \_\_\_\_\_ (Name) \_\_\_\_\_ (Rank/Designation) of \_\_\_\_\_ (Name of the Office/Unit/Department) hereby certify that the particulars given in above have been authenticated by the records held in the office and found correct.

Place: \_\_\_\_\_

Signature of Head of the Office

Date: \_\_\_\_\_

(with Name, Designation and Office Stamp)

**SERVICE CERTIFICATE  
(STATE GOVERNMENT)**

Certified that Sri/Smt. \_\_\_\_\_ is working as a regular/permanent/temporary/contractual/part time/casual employee in the capacity of \_\_\_\_\_ in this office /Ministry /under the Ministry of \_\_\_\_\_ government of \_\_\_\_\_. He/ She is an employee of State Govt. / State Govt. Autonomous body/State Govt. PSU fully financed by the State Govt./partially financed by the state Govt. His/her services are non-transferable / transferable anywhere in \_\_\_\_\_.

**Complete Address and telephone No. of the Office**

\_\_\_\_\_

Place: \_\_\_\_\_  
Date: \_\_\_\_\_

Signature of Head of the Office  
(with Name, Designation and Office Stamp)

**CERTIFICATE OF NUMBER OF TRANSFERS**

I \_\_\_\_\_ (Name) \_\_\_\_\_ (rank /designation) of \_\_\_\_\_ (Name of the Office), do hereby certify that during the past 7 years (Up to 31.03.2024) I have been transferred \_\_\_\_\_ times (In figures & in words) from one station to another. ***(If the distance between the form and to place is at least 20 kms and the minimum period of stay is six months then only it will be considered as a transfer).*** The details of which are given as under:

Office/Unit and Place	Date of Joining the Office/Unit	Date of Release from the Office/Unit	Period of stay(in days)	Transferred Office/Unit and Place	Distance between the Two Office (in km)	Transfer Order No.

I know that if the above mentioned facts are found incorrect, my child will be disqualified for admission in Kendriya Vidyalaya.

Signature of the Parent

**COUNTER SIGNATURE**

I, \_\_\_\_\_ (Name) \_\_\_\_\_ (Rank/Designation) of \_\_\_\_\_ (Name of the Office/Unit/Department) hereby certify that the particulars given in above have been authenticated by the records held in the office and found correct.

Place: \_\_\_\_\_  
Date: \_\_\_\_\_

Signature of Head of the Office  
(with Name, Designation and Office Stamp)

## ***CERTIFICATE FROM THE EMPLOYER***

### ***(Regarding Status of Employment & identification of Admission Category in KVS)***

I Sri/Smt./Ms. \_\_\_\_\_ (Name of the Employer) ,  
designation \_\_\_\_\_ working in the office of  
\_\_\_\_\_ department of \_\_\_\_\_, government of  
\_\_\_\_\_ do hereby certify the following in respect of Sri/Smt./ Ms.  
\_\_\_\_\_ (Name of the Employee) whose son/daughter  
\_\_\_\_\_ (Name of the Child) is seeking admission in Kendriya

Vidyalaya INS Chilka.

01	Name of the Child for whom admission is sought (in Block Letters)	
02	Class in which admission is sought	
03	Full name of the employee (in Block Letters)	
04	Designation of the employee	
05	Employee Code / Employee Identity No.	
06	Name of the office where the employee is presently posted	
07	Status of Employment (Whether Permanent/ Regular/ Temporary/Contractual/ Part Time/ Adhoc/Daily Wage Basis/Casual -To be written clearly)	
08	This office/organization is <b>Central Government/Central Government Autonomous body/PSU fully or partially financed by Govt. of India/State Government/ Sate Government Autonomous Body/ PSU fully or partially finance by the state govt. (To be written clearly)</b>	
09	Whether the employee is to be considered as an employee of Central Government/ <i>Central Government Autonomous body</i> /PSU fully or partially financed by Govt. of India/State Government/ Sate Government Autonomous Body/ PSU fully or partially finance by the state govt. (Any one of the above to be written clearly) <b>Note: STATE GOVERNMENT EMPLOYEE: An employee who is regular (i.e. an employee working on that post sanctioned by the State Government in substantive capacity) and draws his emoluments from the Consolidated Fund of State.</b>	
10	<b>Please write any one of the following which is applicable i.r.o. the child for whom admission is sought</b> <ol style="list-style-type: none"><li>1. Children of transferable and non-transferable Central government employees and children of ex- servicemen.</li><li>2. Children of transferable and non-transferable employees of Autonomous Bodies / Public Sector Undertaking/Institute of Higher Learning of the Government of India.</li><li>3. Children of transferable and non-transferable State Government employees.</li><li>4. Children of transferable and non-transferable employees of Autonomous Bodies/ Public Sector Undertakings/Institute of Higher Learning of the State Governments.</li><li>5. Children from any other category i.e., <b>all those not covered under any of the categories 1 to 4 listed above.</b></li></ol>	
11	Recent Pay/Salary of the Employee with proper Split up	(i) Pay Level : _____ (ii) Pay : _____ (iii) DA : _____ (iv) HRA : _____ (v) Any Other _____ (vi) Any Other : _____ (vii) Total :
12	Whether the employee is drawing the consolidated pay	YES / NO

Place: \_\_\_\_\_

Date: \_\_\_\_\_

Signature of the Certifying Authority with Seal

Complete Address of the Office with Telephone Number: