### DOCUMENTS REQUIRED FOR ADMISSION IN CLASS-I, SESSION 2022-23

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 (Page: 1 & 2 to be printed on both sides of a single paper) 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 No.3 Bhubaneswar & 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 the parent 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 01.04.2019
- 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 01.04.2022, Certificate issued after 01.04.2021 will be accepted initially, however the fresh one issued after 01.04.2022 will be submitted by the parent within One month of admission.
- 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

- 12. Valid Handicapped Certificate issued by the competent authority those claiming differently abled.
- 13. A Service Certificate (By Government Employees) showing the number of transfers during the preceding 7 years issued by the competent authority- **ORIGINAL** (Those claimed 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.
- 17. Copy of Transfer Orders
- 18. For Single Girl Child An affidavit (**ORIGINAL**) from the Notary in the prescribed format available in Vidyalaya Website.
- 19. Aadhar Card (Child, Father, Mother)
- 20. 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 6 are compulsory for all and Sl.No. 7 to 18 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.

## **CHECK LIST OF DOCUMENTS**

<b>PART</b>	-A (Details of the Child)		
1.	Name of the Child	:	
2.	Class to which admission sought	: I (Class One)	
3.	Session	: 2022-23	
4.	Application Submission Code	:	

 $5. \quad Selected \ under \quad the \ category \ of: \ RTE/Cat-I/Cat-II/SC/ST/OBC(NCL)/DA/SAQ$ 

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	Handicapped 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	For Single Girl Child Affidavit (ORIGINAL) – (Specify the date of issue in Remarks Column)			
20	Aadhar Card (Child, Father, Mother)			
21	Any Other			

Signature of the Parent with Date

Counter Signed by the Principal

## 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)

10.10 m.ng	Verifying Officer -1	Verifying Officer-2
Remarks:		
Signature:		
Name & design.:		

I/C Admission

PAGE: 1 of 2

## PLEASE PRINT PAGE 1 & PAGE 2 ON BOTH SIDES OF A SINGLE PAPER

## केन्द्रीय विद्यालय, नबरंगपुर / KENDRIYA VIDYALAYA NABARANGPUR प्रवेश के लिए प्रार्थनापत्र / APPLICATION FOR ADMISSION

_						_	$\circ$	$\circ$				
प्रवेश	सख्या	/	Admission	No.	_	प्रवेश	की	तिथि /	Date	$\circ$ f	Admission	•
- 1 1 11	., - , ,	/	TIGHTEDSTOIL	110.	,	- 1 1 11	4.4	, ,,, ,,	Dacc	~ -	TIGHTEDETOIL	•

Sl. No. क्रम सं.	विशेषताएँ/Particulars	जानकारी / Information
1	विद्यार्थी का नाम/Name of the Student	
2	जन्म तिथि /Date of Birth	
3	आयु 01.04.2022 को /Age (As on 01.04.2022)	Year Month Days
4	राष्ट्रीयता /Nationality	
5	माता – पिता का ब्योरा	/Details of Parent
i	माता का नाम /Mother's Name	
ii	पिता का नाम/ Father's Name	
iii	माता का व्यवसाय (पद नाम) / Mother's Occupation (with designation)	
iv	पिता का व्यवसाय (पद नाम) Father's Occupation (with designation)	
v	कार्यालय का नाम , पूरा पता व दूरभाष संख्या / Name of Office and Full Address with Telephone Number (Father/Mother)	
vi	पूर्ण आवासीय पता व दूरभाष संख्या Full Residential Address with Telephone Number	
vii	वेतन 01.04.2022 को Pay as on 01.04.2022	Bais Pay: Rs Total Emulments Rs
viii	31.03.2022 तक पिछले 7 वर्षो में हुए स्थानान्तरणों की संख्या	
ix	/Number of transfers during last 7 years as on 31.03.2022 प्रवेश की श्रेणी (माता - पिता) / Admission Category of Parent(I/II/III/IV/V)	
6	स्थानीय अभिभावक का पता (यदि उपयोग) / 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 था या मान्यता प्राप्त/अमान्यता प्राप्त विद्यालय था /Whether it was Kendriya Vidyalaya/Recognised/Unrecognised School	
9	विगत परीक्षा परिणाम /Result of Last Examination & Percentage of Marks	
10	जिस कक्षा में प्रवेश चाहिए /Class to which admission is sought	
11	लिये जाने वाले प्रस्तावित विषय /Subject proposed to offer	
12	क्या स्थानान्तरण प्रमाण पत्र संलग्न हैं (हां/नहीं) / Whether the transfer certificate is attached (Yes/No)	
13	स्थानान्तरण प्रमाण पत्र की संख्या वो तिथि / No. & Date of transfer certificate	
14	मातृ भाषा व गृह नगर/ Mother tongue & Home Town	Mother tongue:, Home Town:
15	क्या विद्यार्थी अनुसूचित जाति /जनजाति/ओ.वी.सी./सामान्य से हें / Wheher the student belongs to Schedule Caste/Schedule Tribe/OBC/General	

WhatsApp No. (For Online Class) :

PAGE : 2 Of 2 (Please Print this Page on the Reverse of Page-1)

माता-पिता के द्वारा घोषणा / DECLARATION BY THE PARENT में एतदद्वारा घोषणा करता /करती हूँ कि मेरे द्वारा दी गई उपर्युक्त सूचना मेरी जानकारी मै सत्य है। मै विद्यालय नियमों से प्रतिबद्ध रहूँगा/रहूँगी । I hereby declare that the above information furnished by me are correct to the best of my knowledge. I shall abide by the rules of the Vidyalaya.

दिनांक/Date	e:		माता-पिता	के हस्ताक्षर	Signature of Parents
	केवल कार्यालय के प्रयोग	के लिए /FO	R THE OFFI	CE USE ON	NLY
प्रमाणित वि	ज्या जाता हें कि मै आवेदन – प				
checked the	application form and the relevant pa	apers are found in	order.		
				Admissi	on In charge
सम्बद्ध काग	जातों के निरीक्षणोंपरान्त एवं ध	शुल्क प्राप्तोपरान्त	कक्षा	वर्ग	में प्रवेश दें
l Please ad	mit	to C	lass: Se	ction:	after checking the
	ers and finalise the dues.				
दिनांक /Dat	e:				PRINCIPAL
दाखिला दिः	या गया । Admitted to Class :	Sect	ion :		
प्राप्त धन क	ा विवरण । Details of Fees receiv	ved:			
शुल्क रसीद	新. I Fee Receipt No	·	तिथि । Date:_		
प्रवेश तिथि	/Admission Fee : Rs	शি	क्षा शुल्क /Tuitio	on Fee: Rs	
वि.वि.एन Rs	. शुल्क /VVN Fund : F	Rs	कम्प्यु	टर शुल्क	/Computer Fund :
कक्षा <sup>ँ</sup> उपस्थि	ज्ञान शुल्क /Computer Science Fo ग्रति पंजिका में नाम दर्ज किया ग e:		been entered in the	Class Attenda	
प्रमाणित वि	केया जाता हें कि समस्त प्रविर्ा	ष्टेयाँ छात्र पंजि	का में दर्ज की	गयी एवं १	ाल्क का भगतान इस
	क्षा अध्यापक के द्वारा प्राप्त किया				•
	the dues have been realised by Off				
विद्यार्थी की	छात्र पंजिका संख्या / The S.R	.No. of the studen	t is	Vol. :	
दिनांक /Dat	e:		का	र्यालय प्रभारी	/Office Incharge
		फ़ाइल/FI	<u>LE</u>		
दिनांक /Dat	e :				प्राचार्य/PRINCIPAL
	<u>CHE</u>	CK LIST OF DO	<u>OCUMENTS</u>		
	//ARMY TC:				
	ments with No. & Date of Issue :	N 1	D CI		D 1
Sl.No.	Name of the Document	Number	Date of Issue		Remarks

Verifying Officer

## KENDRIYA VIDYALAYA NABARANGPUR STUDENT INFORMATION FOR ENTRY IN UBI PORTAL

Year of Admission in this KV	2022
Admission No.	00
Student Name	
Father/Guardian Name	
Mother Name	
New Admission	Yes
Class	
Section	
Admission Category (I/II/III/IV/V)	
Date of Birth (DD/MM/YYYY)	
Gender (Boy/Girl/Third Gender)	
Physically Disabled (Yes/No)	
Category (General/SC/ST/OBC-NCL)	
Minority	
BPL (Yes/No)	
Mobile Number	
Email	
Blood Group	
Aadhar No.	
Account No.	
Account label	
IFSC Code	
Select for Payment: Q1(Apr-Jun)/ Q2(Jul-Sep)/Q3(Oct-Dec)/Q4(Jan-Mar)	
Eligible for Reimbursement (Yes/No)	
Admission Under RTE (Yes/No)	
Exemption under Sibling (Yes/No)	
Single Girl Child (Yes/No)	
KVS Employees Children (Yes/No)	
Emergency Assistance (Yes/No)	No
Court Case (Yes/No)	No
Exemption under Article 123-124 (NA/Full)	NA
Children of Armed/Para Forces whose parents killed/disabled during hostilities, operation Meghdoot and Vijay	No
Children of Armed/Para Forces whose parents killed/declared missing or disabled during any counter insurgency operations in India or Abroad	No
Unique Students ID (To be entered by the Class Teacher after entry)	

Signature:

1. Parent 2. I/c Admission 3. Class Teacher

# SELF DECLARATION (Submission of Documents & Information)

I	Father /Mother of Master/Miss
	age years , resident of
	(Complete
Address) , do hereby declare th	hat the information given in admission form of the admission in
Kendriya Vidyalaya No.3 Bhuba	meswar and in the enclosed documents is true to the best of my
knowledge and belief and nothing	g has been concealed therein. I am well aware of the fact that if the
information given by me is prove	ed false/ not true at any point of time, admission has to be deemed
cancelled and I will be liable to p	unishment as per guidelines of KVS and the benefit accrued by me
or my ward will be summarily car	ncelled.
Date :	Signature of the Parent
Place:	<u> </u>
(Distance from School to	ELF DECLARATION o Residence) – For Candidates Selected under RTE  Father /Mother of Master/Miss
	age years , bearing Application Residence address as
	m
	(Complete Address of modification and in the Outine Projection
	(Complete Address as mentioned in the Online Registration e distance between Kendriya Vidyalaya No.3 Bhubaneswar and the km .
Date :	Signature of the Parent
Place :	
	UNDERTAKING
(Suhmiss	sion of SC/ST/OBC Certificate)
	(Name of the Parent) do hereby declare
that I will submit the Caste Certifi	icate (SC/ST/OBC- Non-Creamy Layer) issued by the competent (Name of the Child)
	e date of admission of my ward in Kendriya Vidyalaya No.3 ne same in the name of my child within this period the admission of elled.
Date :	Signature of the Parent
Dlace :	

## SERVICE CERTIFICATE (CENTRAL GOVERNMENT)

Certified that	t Sri/Smt.					_ is working as a
regular/perma	nent/tempor	ary/contractu	al/part	time/casual employ	yee in	the capacity of
				this office/Ministry		
				nment of India. He/S		1 .
				ovt./Central Govt. A		,
=	<del>-</del>	=	by the C	Central Govt. His/her	services ar	e non-transferable /
transferable an	•		of the Of	<b>G</b> oo		
Complete Add	<u>iress ana iei</u>	<u>epnone No. a</u>	oj ine Ojj	<u>uce</u>		
Diama				Cianatana ef II.	1 - 6 41 - 066	•
Place: Date:			(wi	Signature of Head th Name, Designation		
<u></u>			(**-	an i tume, Designation	una omice	Sump)
	<u>C</u>	<b>ERTIFICA</b>	TE OF N	UMBER OF TRANS	<b>SFERS</b>	
Ţ			(N	Jame)		(rank
/designation)	of		(1	(Na	me of the	Office), do hereby
certify that du	ring the past	t 7 years (Up	to 31.03	.2022) I have been tra	insferred	
_				to another. ( <i>If the dis</i> period of stay is six		=
				are given as under:	monns i	nen only il wiil be
				nd incorrect, my child	will be dis	qualified for
admission in l	Kendriya Vid	dyalaya.				
	Doto of	Doto of	Dowled.		Distance	
Office/Unit	Date of Joining	Date of Release	Period of stay	Transferred	between the Two	Transfer Order
and Place	the Office/ Unit	from the Office/Unit	(in days)	Office/Unit and Place	Office (in	No.
	Cint	Office/Office	uays)		km)	
	•		•		•	
				Sid	gnature of t	he Darent
		C	OUNTE	R SIGNATURE	gnature or t	ne raient
Ι.				<u> </u>	(Rank/I	Designation) of
		(N	ame of th	ne Office/Unit/Departi	ment) hereb	y certify that the
particulars giv	en in above	have been au	thenticat	ed by the records held	in the offic	ce and found correct.
Place:				Signature of Head	l of the Off	ice
Date:			(wi	th Name, Designation		

## SERVICE CERTIFICATE (STATE GOVERNMENT)

Certified that	Sri/Smt.					_ is working as a
			in th	time/casual employis office /Ministry	/under	
				ous body/State Govt.		
	financed 1	by the state	Govt. I	His/her services are	-	=
Complete Add				ico		
Complete Aud	ress unu ien	<i>epitotie</i> 110. 0	ine Off	<u></u>		
Place:				Signature of Head	l of the Off	ice
Date:			(wi	th Name, Designation		
	<u>C</u>	<b>ERTIFICAT</b>	E OF N	UMBER OF TRANS	SFERS	
			(3:	T \		, 1
I/designation)	of		(N	Jame) (Na	ma of the	Office) do hereby
certify that du	ring the past	7 years (Un	to 31.03	.2022) I have been tra	ine of the	Office), do fieleby
•		•		to another. (If the dis		
				period of stay is six		
considered as	a transfer).	The details o	f which a	are given as under:	1	·
	Date of	Date of	Period		Distance between	
Office/Unit and Place	Joining the Office/ Unit	Release from the Office/ Unit	of stay(in days)	Transferred Office/Unit and Place	the Two Office (in km)	Transfer Order No.
					ŕ	
I know that if	the above m	entioned fact	s are four	nd incorrect, my child	will be dis	qualified for
admission in I	Kendriya Vic	lyalaya.		•		-
	·					
		C			gnature of t	he Parent
T		(Nar	<u>JUNIEI</u> ne)	R SIGNATURE	(Rank/D	ecianation) of
1,		(1 vai	ame of th	ne Office/Unit/Departi	ment) hereb	ov certify that the
				ed by the records held		
C				-		
Place:				Signature of Head		
Date:			(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) ,
design	nation working	g in	the	office of
	department of			U
	· · · · · · · · · · · · · · · · · · ·	following in	•	of Sri/Smt./Ms.
	(Name of	the Emplo	•	_
		ild) is seeking a	dmission in K	Cendriya Vidyalaya
No.3	Bhubaneswar  Nome of the Child for whom admission is sought (in Block Letters)			
	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			
	Status of Employment (Whether Permanent/ Regular/ Temporary/Contractual/			
07	Part Time/ Adhoc/Daily Wage Basis/Casual -To be written clearly)			
	This office/organization is Central Government/Central Government			
	Autonomous body/PSU fully or partially financed by Govt. of India/State			
08	Government/ Sate Government Autonomous Body/ PSU fully or partially			
	finance by the state govt. (To be written clearly)			
	Whether the employee is to be considered as an employee of Central			
	Government/Central Government Autonomous body/PSU fully or partially			
09	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)			
	Please write any one of the following which is applicable i.r.o. the child for			
	whom admission is sought			
10	<ol> <li>Children of transferable and non-transferable Central government employees and children of ex- servicemen. This will also include children of Foreign National officials, who come on deputation or transfer to India on invitation by Govt. of India.</li> <li>Children of transferable and non-transferable employees of Autonomous Bodies / Public Sector Undertaking/Institute of Higher Learning of the Government of India.</li> <li>Children of transferable and non-transferable State Government</li> </ol>			
	employees.			
	<ul> <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</li> </ul>			
11	Recent Pay/Salary of the Employee with proper Split up	(ii) (iii) (iv) (v) (vi)	Pay Level : Pay : DA : HRA : Any Other : Total :	
12	Whether the employee is drawing the consolidated pay		Y	ES / NO
		Signature of the C	Certifying Authori	ty with Seal
			Complete	e Address of the Office

Cor	mplete Address of the Office:
-	
Telephone Number:	

## AFFIDAVIT FOR SINGLE GIRL CHILD

Rs. 100/- Stamp Paper (Notary) Affidavit

I		aged	years	, Indian	
inhabitant	occupation		Resident	of	
				is	
			Date of	Birth	
		submitting my undertaking to the Hea	nd of the Institu	ution for	
admission of n	ny daughter		_ in Class-I (O	ne) vide	
KVS Admission	n Guidelines 2022-2	3			
1. I hereby	declare that Miss _		is the	only girl	
child in	my family (with a	no male/female sibling). I understand the	hat it shall be	my sole	
respons	ibility to inform you	a about any change in status of Single (	Girl Child in th	e family	
immedi	ately, if and when it	occurs.			
	•	aware that in case it is detected at any time that the affidavit sworn by me is false,			
	propriate action will be taken by the school authorities and KVS against me.				
Signatur	re of Father	Signature	of Mother		
<u>Residen</u>	tial Address with Co	ontact Number:			
	Solemn	ly affirmed at:			
		(Day) of(Month) of			
	<u> </u>	(Duy) or (Monal) or	2022 (1011)		
Б 1.	1 171 26 11	BEFORE ME			
Explain	ed and Identified by	me,			

Advocate