

KENDRIYA VIDYALAYA No.4, BHUBANESWAR

DOCUMENTS REQUIRED FOR ADMISSION IN CLASS-I, SESSION 2020-21

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. Hard Coy (Print Out) of the Online Application Form
2. A coloured Passport size photograph of the Child.
3. Birth Certificate issued by the competent authority showing date of birth
4. Self Declaration of submission of correct information and documents
5. Proof of Residence (Any of the proof issued by the government/government agency and in the name of either of the parents of the child – ***in case rented house a rent agreement and electricity bill of the house owner***)
6. Self declaration about the distance of the residence from KV No.4, Bhubaneswar (The format may be downloaded from the Vidyalaya Website).
7. 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.
8. OBC (Non-Creamy Layer) Certificate issued by the competent authority should not be older than one year.(The cut-off date is the date of admission)
9. 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**)
10. Those claiming **Below Poverty Line (BPL)** should submit a valid **BPL card** (It should be issued in the name of either of the parents only and the name of the child should be mentioned in that as a member of the family) – The BPL Card should be countersigned (During this Financial Year) by the competent Authority with a remark that at present _____(Name of the Parent) and his/her family belongs to Below Poverty Line(BPL) – **Ration Card will not be accepted in lieu of BPL Card.**
11. Valid Handicapped Certificate issued by the competent authority – those claiming differently abled.
12. A Service Certificate showing the number of transfers during the preceding 7 years issued by the competent authority & Certificate from the DDO/Head of the Office showing the Pay particulars of the employee, the status of employment and nature of the establishment (Applicable only for Government employees) – should be in the prescribed format available in Vidyalaya website
13. For government employees – ID card issued by the employee/last month’s pay slip
14. 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.
15. Copy of Transfer Orders
16. For Single Girl Child – An affidavit from the Notary in the prescribed format available in Vidyalaya Website. (Not older than one year as on the date of admission)
17. 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 16 are for the cases where applicable.
- b. Different Formats are available in School Website under the head “ADMISSION PROFORMA” in Pdf– may be downloaded for use.

VERIFICATION OF DOCUMENTS

PART-A (Details of the Child)

1. Name of the Child : _____
2. Class to which admission sought : I (Class One)
3. Session : 2020-21
4. Registration No. : _____
5. Selected under 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	Hard Copy (Print out) of the Online Application Form		
2	Birth Certificate		
3	Residence Proof		
4	Self Declaration of submission of correct information and documents		
5	Self-declaration about distance		
6	Caste Certificate (SC/ST/OBC-NCL) –(Specify whether in the name of the child or parent in Remarks Column)		
7	Undertaking (If Caste Certificate in the name of the Parent)		
8	Income & Asset Certificate for Claiming Economically Weaker Sections		
9	BPL Card (Specify BPL Card no. in Remarks Column)		
10	Handicapped Certificate (Specify % of disability and type of handicapped in Remarks Column)		
11	Service Certificate & Certificate showing no. of transfers (ORIGINAL) (Specify category of employee i.e. state govt./central govt. etc in Remarks Column)		
12	Certificate from DDO/Head of the Office (ORIGINAL) (Specify in the Remarks column type of the employee as in column-7 of the certificate)		
13	Employee ID card/Last month's pay slip (Specify Employee Code in Remarks Column)		
14	Transfer Orders (Specify number of transfers in preceding 7 years as on 31.03.2020 in the remarks column)		
15	For Ex-Service Man ID proof/Discharge Book (Specify the date of discharge in Remarks Column)		
16	For Ex-Service Man Certificate of transfers counter signed by the Authority (Specify no. of transfers in Remarks Column)		
17	For Single Girl Child Affidavit (ORIGINAL) – (Specify the date of issue in Remarks Column)		
18	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

SELF DECLARATION

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 No.4, Bhubaneswar** 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 provided false/ not true at any point of time, admission will be cancelled and I will be liable to legal actions as per guidelines of KVS and any benefit accrued by me or my ward will be summarily cancelled.

Date : _____ Signature of the Parent
Place : _____ Mobile No : _____

SELF DECLARATION

I _____ Father /Mother of Master/Miss
_____ age _____ years , bearing Application
Submission Code : _____ Present resident
of _____

(Complete Address) , do hereby declare that the radial distance between **Kendriya Vidyalaya No.4, Bhubaneswar** and our residence is _____ km .

Date : _____ Signature of the Parent
Place : _____ Mobile No : _____

UNDERTAKING

(Submission of SC/ST/OBC Certificate)

I _____ (Name of the Parent) do hereby
declare that I will submit the Caste Certificate ((SC/ST/OBC (Non Creamy Layer) 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 No.4, Bhubaneswar.. 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 : _____ Signature of the Parent
Place : _____ Mobile No : _____

CERTIFICATE FROM THE DDO/COMPETENT AUTHORITY

I Sri/Smt./Ms. _____ (Name of the Employer/DDO) , 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 No.3 Bhubaneswar.

01	Name of the Child to be admitted (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	Whether Permanent/Regular/Temporary/Contractual/ Part Time/ Adhoc/Daily Wage Basis/Casual (To be written clearly)	
08	This office/organization is Central Government/Central Government Autonomous body/PSU fully or partially financed by Govt. of India/State Government/ State Government Autonomous Body/ PSU fully or partially finance by the state govt. (To be written clearly)	
09	Recent Pay/Salary of the Employee with proper Split up	(i) Basic Pay : _____ (ii) Grade Pay / Level : _____ (iii) DA : _____ (iv) HRA : _____ (v) Any Other _____ (vi) Any Other : _____
10	Whether the employee is drawing the consolidated pay	YES / NO

Place: _____

Date: _____

Signature of the Certifying Authority with Seal

Office Seal

Complete Address of the Office:

Telephone Number: _____

**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 31.03.2020) 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 31.03.2020) 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)

AFFIDAVIT FOR SINGLE GIRL CHILD

Rs. 100/- Stamp Paper (Notary) Affidavit

I _____ aged _____ years , Indian
inhabitant occupation _____ Resident of

_____ is
mother/father of _____ Date of Birth
_____ submitting my undertaking to the Head of the Institution
for admission of my daughter _____ in Class-I
(One) vide KVS Admission Guidelines 2020-21

1. I hereby declare that Miss _____ is the only girl child in my family (with no male/female sibling). I understand that it shall be my sole responsibility to inform you about any change in status of Single Girl Child in the family immediately, if and when it occurs.
2. I am also aware that in case it is detected at any time that the affidavit sworn by me is false, appropriate action will be taken by the school authorities and KVS against me.

Signature of Father

Signature of Mother

Residential Address with Contact Number:

Solemnly affirmed at: _____

This _____ (Day) of _____ (Month) of 2020 (Year)

BEFORE ME

Explained and Identified by me,

Advocate