

# केन्द्रीय विद्यालय न.४ / KENDRIYA VIDYALAYA No.4



भुवनेश्वर/BHUBANESWAR  
नीलाद्री विहार , भौलश्री विहार /At: -NEELADRI VIHAR, Po: - SAILASHREE VIHAR,  
**भुवनेश्वर /BHUBANESWAR-751021, ODISHA (Ph.No.0674-2721298)**  
E-MAIL: [kv4bbsr@gmail.com](mailto:kv4bbsr@gmail.com) WEB SITE: [no4bhubaneswar.kvs.ac.in](http://no4bhubaneswar.kvs.ac.in)



CBSE Affiliation No: 1500032

Date: 11.08.2020

## Annexure-A

### List of documents to be submitted by the candidates for Admission in to Class-I Session: 2020-21

1. Application form for Admission – Print on both sides and fill (Format enclosed)
2. Print out of the Registration Form/ **Application for admission in “KV No.4 BHUBANESWAR”** (The same was submitted online) , Please paste the Passport size photo of the child at the top of this Registration Form.
3. Copy of the Date of Birth Certificate – The same which was uploaded in your online Application.( Please keep the **ORIGINAL BIRTH CERTIFICATE** inside the envelope for verification – the same will be returned after one month)
4. Copy of the Handicapped Certificate (Those selected under DA and for others where applicable) – Please keep the **ORIGINAL** inside the envelope for verification
5. Copy of the Caste Certificate (SC/ST/OBC) where applicable. – Certificate in the name of the parent will be accepted initially, but the same in the name of the child should be submitted within three months of admission. An undertaking to this effect should be given (Format enclosed) – OBC Certificate should be issued on or after 01/01/2017. (**SEBC Certificate will not be accepted in lieu of OBC Certificate**).
6. Those claiming Single Girl Child (SGC) should submit the **ORIGINAL** affidavit done after March 2020 (Format enclosed)
7. Those claiming their Family income group as Economically Weaker Section (EWS) should submit the valid **“INCOME AND ASSET CERTIFICATE TO BE PRODUCED BY ECONOMICALLY WEAKER SECTIONS”** issued by the competent authority during this Financial Year in the name of either of the parent/Child. (INCOME CERTIFICATE, Ration Card , BPL Card etc. **will not be accepted in lieu of this**). The **ORIGINAL** should be kept inside the envelop for verification and the same will be returned after one month.
8. Those claiming their Family income group as Below Poverty Line (BPL) should submit the valid **“BPL Card”** issued by the competent authority – This should be issued in the name of either of the parents and the name of the child should be mentioned as a member of the family and the same should be countersigned by the competent authority during this Financial Year. (INCOME CERTIFICATE, Ration Card etc. **will not be accepted in lieu of this**). The **ORIGINAL** should be kept inside the envelop for verification and the same will be returned after one month.
9. Copy of the Blood Group Certificate
10. Copy of the Proof of Residence – As indicated in your Application (Any Govt. approved residential address like Bank Pass Book, Gas Bill, Electricity Bill etc. in the name of either of the parent. In case of Rented House proper RENT Agreement and a copy of the Electricity Bill of the House Owner).
11. Service Certificate (**ORIGINAL**) issued by the competent authority with complete address and office Phone Number– For those who have mentioned their Service category as 1/2/3/4. Transfer Certificate counter signed by the competent authority (**ORIGINAL**) and copy of Transfer Orders (The entries should be as it is mentioned in the online application) - Where applicable (Format Enclosed). : Ex-Service Men should submit the copy of their discharge Book and PPO and the Transfer Certificate should be signed by the Rajya/Zilla Sainik Board or any authority competent to issue the same.
12. Certificate from the DDO/Competent Authority (**ORIGINAL**) stating the nature of employment and Pay details of the employee- For those who have mentioned their Service category as 1/2/3/4. (Format enclosed)
13. Service Id Card/Last month Pay Slip - For those who have mentioned their Service category as 1/2/3/4.
14. Filled in “Declaration of submission of Documents” , “Declaration of Distance “ Undertaking for Submission of SC/ST/OBC-NCL Certificate in the name of the Child” (Format Enclosed)
15. Copy of the Aadhar Card of the Child , Father , Mother (If available)
16. Any Other if applicable
17. Document Verification Form indicating the documents submitted (Format Enclosed).

**NOTE: All the photo copies of the documents should be self-attested i.e. signed (Full Signature) by the parent with date.**

**I/C Admission**

**PRINCIPAL**

**ALL FORMATS FOLLOWS**



केन्द्रीय विद्यालय न. ४ / KENDRIYA VIDYALAYA NO.4 BHUBANESWAR

प्रवेश के लिए प्रार्थनापत्र / APPLICATION FOR ADMISSION

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

Sl.No. क्रम सं.	विशेषताएँ / Particulars	जानकारी / Information
1	विद्यार्थी का नाम / Name of the Student	
2	जन्म तिथि / Date of Birth	
3	आयु को 01.04.2020 / Age (As on 01.04.2020)	Year _____ Month _____ Days _____
4	राष्ट्रीयता / Nationality	
5	<b>माता - पिता का ब्योरा / Details of Parent</b>	
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, Email address	
vii	वेतन 01.04.2020 को Pay as on 01.04.2020	Basic Pay : Rs. _____ Total Emoluments Rs. _____
viii	31.03.2020 तक पिछले ७ वर्षों में हुई स्तनांतरों की संख्या / No of transfers during last 7 years as on 31.03.2020	
ix	प्रवेश श्रेणी माता/ पीता Admission Category of Parent (I/II/III/IV/V)	
6	स्थानीय अभिभावक का पता / 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 है / नहीं / Whether the transfer certificate is attached (Yes/No)	
13	स्थानान्तरण प्रमाण पत्र की संख्या व 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/ सामाज्य से हूँ/ .सी.वी.ओ/जनजात/ / Whether the student belongs to Schedule Caste/Schedule Tribe/OBC/General	

## माता-पिताकेद्वाराघोषणा / DECLARATION BY THE PARENT

मैं एतद्वारा घोषणा करता/करती हूँ कि मेरे द्वारा दी गई उपर्युक्त सूचना मेरी जानकारी मेंसत्य है। मैं 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: \_\_\_\_\_

माता/पिता के हस्ताक्षर-Signature of Parents

### केवल कार्यालय के प्रयोग के लिए /FOR THE OFFICE USE ONLY

प्रमाणित किया जाता है कि मैं आवेदन - पत्र और सम्बद्ध कागजातों की जांच कर ली है। Certified that I have checked the application form and the relevant papers are found in order.

**Admission In charge**

सम्बद्ध कागजातों के निरीक्षणोंपरान्त एवं शुल्क प्राप्तोपरान्त कक्षा \_\_\_\_\_ वर्ग \_\_\_\_\_ में प्रवेश दें  
| Please admit \_\_\_\_\_ to Class: \_\_\_\_\_ Section : \_\_\_\_\_ after checking  
the relevant papers and finalise the dues.

दिनांक/Date : \_\_\_\_\_

**PRINCIPAL**

दाखिला दिया गया | Admitted to Class : \_\_\_\_\_ Section : \_\_\_\_\_

प्राप्त धन का विवरण | Details of Fees received :

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

प्रवेश तिथि /Admission Fee : Rs. \_\_\_\_\_ शिक्षा शुल्क /Tuition Fee: Rs. \_\_\_\_\_

वि.वि.एन/ शुल्क .VVN Fund : Rs. \_\_\_\_\_ कम्प्युटर शुल्क /Computer Fund : Rs. \_\_\_\_\_

कम्प्युटर विज्ञान शुल्क /Computer Science Fee : Rs. \_\_\_\_\_ कुल शुल्क /TOTAL : Rs. \_\_\_\_\_

कक्षा उपस्थिति पंजिका में नाम दर्ज किया गया /Name has been entered in the Class Attendance Register.

दिनांक/Date : \_\_\_\_\_

कक्षा अध्यापक /Class Teacher

प्रमाणित किया जाता है कि समस्त प्रविष्टियाँ छात्र पंजिका में दर्ज की गयी एवं शुल्क का भुगतान इस कार्यालय कक्षा अध्यापक के द्वारा प्राप्त किया गया। /Certified that all the entries have been made in the Scholar's Register and the dues have been realised by Office/Class Teacher.

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

दिनांक/Date: \_\_\_\_\_

कार्यालय प्रभारी /Office In charge

### फ़ाइल/FILE

दिनांक/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 \

# 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

**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.4 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 <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.</b> (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: \_\_\_\_\_  
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:

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

Signature of Head of the Office  
(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: \_\_\_\_\_

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:

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: \_\_\_\_\_

Signature of Head of the Office

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

(with Name, Designation and Office Stamp)



## **SELF DECLARATION (About Submission of Documents)**

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 (About Distance)**

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 (CL/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 : \_\_\_\_\_

## **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. Application Submission Code : \_\_\_\_\_
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 (List of Documents submitted 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	Application form for Admission		
2	Hard Copy (Print out) of the Online Application Form		
3	Birth Certificate		
4	Handicapped Certificate (Specify % of disability and type of handicapped in Remarks Column)		
5	Caste Certificate (SC/ST/OBC-NCL) –(Specify whether in the name of the child or parent in Remarks Column)		
6	For Single Girl Child Affidavit (ORIGINAL) – (Specify the date of issue in Remarks Column)		
7	Income & Asset Certificate for Claiming Economically Weaker Sections (Please specify the date of issue in remark Column)		
8	BPL Card (Specify BPL Card no. in Remarks Column)		
9	Copy of Residence Proof (Specify Name of the Document in Remark Column)		
10	Service Certificate & Certificate showing no. of transfers (ORIGINAL) (Specify category of employee i.e. state govt./central govt. etc in Remarks Column) .		
11	Transfer Orders (Specify number of transfers in preceding 7 years as on 31.03.2020 in the 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	Service Id Card/Last month Pay Slip		
14	For Ex-Service Man copy of /Discharge Book and PPO (Specify the date of discharge in Remarks Column)		
15	For Ex-Service Man Certificate of transfers counter signed by the Authority (Specify no. of transfers in Remarks Column)		
16	Filled in “Declaration of submission of Documents” , “Declaration of Distance “ Undertaking for Submission of SC/ST/OBC-NCL Certificate in the name of the Child”		
17	Aadhar Card of the Child (Write the Aadhar Number in remark Column)		
18	Aadhar Card of Father(Write the Aadhar Number in remark Column)		
19	Aadhar Card of Mother(Write the Aadhar Number in remark Column)		
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