

**PM SHRI KENDRIYA VIDYALAYA NAYAGARH**

**प्रवेश के लिए प्रार्थनापत्र/APPLICATION FOR ADMISSION**

☛ Fill the form in capital letters only

प्रवेश संख्या / Admission. No.: _____			
1. विद्यार्थी का पूरा नाम/ FULL NAME OF STUDENT			
2. जन्म तिथि(अंको में) / Date of Birth (in figure)			
3. आयु( प्रसंगाधीन वर्ष की 1 अप्रैल को)/Age on 1 <sup>st</sup> April of the year		वर्ष/YY	माह/MM
DOB in digits: ..... / ..... / .....			
4. लिंग /Gender (Male / Female / Third Gender): _____		राष्ट्रीयता / Nationality: _____	
5. माता पिता का ब्यौरा/ Details of parents:	माता/Mother		पिता/Father
	i. पूरा नाम/ Full name		
	ii. व्यवसाय/ Occupation		
	iii. कार्यालय का नाम, पूरा पता व दूरभाष संख्या/ Name of office and full address with Tel. No.		
	iv. पूर्ण आवासीय पता व दूरभाष संख्या/ Full residential address with Tel. No.		
	v. मूल वेतन सम्बद्ध वर्ष की 1 अप्रैल को/ Basic pay as on 1st April of the year		
	vi. प्रसंगाधीन वर्ष के 31 मार्च तक पिछले 7 वर्षों में हुए स्थानान्तरणों की सं./ No. of transfers during last 7 years		
vii. माता-पिता की श्रेणी / Category of parent			
6. स्थानीय अभिभावक का पता(यदि हो)/ Name & Address of local guardian (if any ) with AADHAR & Mobile & WhatsApp			
7. अन्तिम विद्यालय जहां पढा हो/ Name & Address of the school last attended with class			
8. क्या यह केन्द्रीय विद्यालय था या मान्यता प्राप्त /अमान्यता प्राप्त विद्यालय था/ Whether it was a Kendriya Vidyalaya, Recognized/ Unrecognized School			
9. विगत परीक्षा परिणाम / Result of Last examination			
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? हां/नहीं Whether the transfer certificate is attached? Yes/No			
13. स्थानान्तरण प्रमाण-पत्र की संख्या व तिथि/ No. & Date of transfer Certificate			
14. मातृभाषा/ Mother Tongue:			
15. गृह नगर/ Home Town:			
16. क्या विद्यार्थी अनुसूचित जाति/जनजाति से है?/ Whether the student belongs to scheduled Caste/Tribe:			
WhatsApp No. (for Class Group)			

## माता/पिता के द्वारा घोषणा/ Declaration by the Parents

मैं एतद्वारा घोषणा करता/करती हूँ कि मेरे द्वारा दी गई उपर्युक्त सूचना मेरी जानकारी में सत्य है। / I hereby declare that the above information furnished by me are correct to the best of my knowledge.  
मैं विद्यालय नियमों से प्रतिबद्ध रहूंगा/रहूंगी। / I Shall abide by the rules of the Vidyalaya.

दिनांक/Date \_\_\_\_\_

माता/पिता का हस्ताक्षर/Signature of Parents

### FOR THE OFFICE USE ONLY

1. प्रमाणित किया जाता है कि मैंने 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

2. सम्बद्ध कागजातों के निरीक्षणोपरांत एवम् शुल्क प्राप्तोपरांत कक्षा ..... वर्ग ..... में प्रवेश दें।

Please admit ..... To class ..... section .....  
after checking the relevant papers and realise the dues.

Date:.....

PRINCIPAL

दाखिला दिया गया / Admitted to Class ..... Section.....

प्राप्त धन का विवरण:

Details of amount received:

शुल्क रसीद संख्या  
Fee Receipt No. ....

तिथि निर्गत  
Date ..... issued

प्रवेश शुल्क  
Admission Fee .....

शिक्षा शुल्क  
Tuition Fee .....

छात्र निधि  
Pupils Fund.....

विज्ञान शुल्क  
Science Fee .....

योग रू.  
Total Rs. ....

कक्षा उपस्थिति पंजिका में नाम दर्ज किया गया।

Name has been entered in the Class Attendance Register.

Class Teacher

प्रमाणित किया जाता है कि समस्त प्रविष्टियां छात्र पंजिका में दर्ज की गई 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 realized by Office/Class teacher.

विद्यार्थी की छात्र पंजिका संख्या ..... खण्ड ..... है।

The S. R. No. of the student is .....Vol .....

Date .....

Office In-charge

**File**

Date .....

Principal

**Service Certificate (State Govt.)**

Certified that Shri/Smt .....  
(Designation) ..... is working as **regular employee** in the office  
/Department of ..... . He/She is a **regular employee** of  
**State Govt. / State Govt. Autonomous Body/ Public Sector undertaking fully financed  
by Govt.** and his/her services are **nontransferable/transferable** anywhere in the State.

Complete address: .....  
.....  
.....

Telephone No. of office: .....

**Signature of Head of the Office/DDO**

Name: .....

Date: ..... Designation: .....

Place: ..... Contact No:.....

*(Office Stamp)*

**Note\*:**

1. Please strike out whichever is not applicable before the signature of the Head of the Office / DDO.

## Service Certificate (Central Govt.)

Certified that Shri/Smt .....  
(Designation) ..... is working as **regular employee** in the office  
/Ministry of ..... He/She is a **regular employee** of  
**Defence/CRPF/BSF/NSG/SPG/CISF/Central Govt. / Central Govt. Autonomous Body/  
Public Sector undertaking fully financed by Govt.** and his/her services are  
**nontransferable/transferable** anywhere in India.

Complete address: .....

.....

.....

Telephone No. of office: .....

### Signature of Head of the Office/DDO

Name: .....

Date: ..... Designation: .....

Place: ..... Contact No:.....

*(Office Stamp)*

#### Note\*:

1. Please strike out whichever is not applicable before the signature of the Head of the Office / DDO.

## CERTIFICATE OF NUMBER OF TRANSFERS

I, ..... (name) ..... (Rank/ designation) is a **Permanent employee** of .....  
 ..... (complete office address). The Transfer details of the  
 during the Last 7 years (from 31.03.2018 onwards) as per the service records is furnished as  
 under:

**Note: An employee would be treated as transferred only if he/she has been transferred (during the past 7 years) by the competent authority from one place to another place which is at a distance of at least 20 kms and minimum period of stay at a place should be 6 months (180 days).**

S. No.	Place of Posting (Transfer From)	Dates of Stay		Period of stay in Months	Transferred to: (Place)	Distance between two Places (KM)	Office Order No.
		From (dd-mm-yyyy)	To (dd-mm-yyyy)				
1							
2							
3							
4							
5							
6							
7							

\*Deputation may not be considered as Transfer. Transfer Order copy & its details entry in the service book may be asked during the verification process.

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

**Signature of the Parent**

**Signature of Head of the Office/DDO**

Name: .....

Date: ..... Designation: .....

Place: ..... Contact No:.....

(Office Stamp)

**Note\*:** 1. Please strike out whichever is not applicable before the signature of the Head of the Office / DDO.  
 2. Admission secured on the basis of any wrong certificate/documents shall be cancelled by the Principal forthwith and no appeal against such action of the Principal shall be entertained.

**DISTANCE DECLARATION BY THE PARENT**

**Annexure D**

I ..... Father/Mother of .....

hereby declare that my son/daughter is residing in my own house/ rented house/ Guardian’s residence as per the address mentioned below:

*(Name & Complete Postal Address of Residence with Phone no./Mobile no.s)*

.....  
.....

The distance of the above residence is ..... KM from Kendriya Vidyalaya Nayagarh.

**Date:** .....

**Signature of the parent**

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**DISTANCE DECLARATION BY THE PARENT (for RTE\* Applicants only)**

I ..... Father/Mother of .....

hereby declare that my son/daughter is residing in my own house/ rented house/ Guardian’s residence as per the address mentioned below:

*(Name & Complete Postal Address of Residence with Phone no./Mobile no.s)*

.....  
.....  
.....

The distance of the above residence is ..... KM from Kendriya Vidyalaya Nayagarh. I am fully aware that the distance of 5 KM is a mandatory criterion for admission under RTE, therefore I state that If the information about the distance is found to be wrong/incorrect, I will not claim the right to admission under RTE.

**Date:**.....

**Signature of the parent**

**SELF-DECLARATION FORMAT**

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 Nayagarh** 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 will be deemed cancelled and I will be liable to legal action as per guidelines of KVS and any benefit accrued to me or my ward shall be **summarily** cancelled.

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

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

Signature of the Parent / Guardian

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**Self-Declaration Format for Documents Submission**

I \_\_\_\_\_, **Father/Mother/of Master/Miss** \_\_\_\_\_  
 age \_\_\_\_\_ years(*parent*) , resident of \_\_\_\_\_

\_\_\_\_\_ (COMPLETE ADDRESS) hereby declare that I  
 will submit/verify all the following documents with original within \_\_\_\_\_ days.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

If I will not be able submit/verify the documents with originals in due time/date, then the admission of my ward will be cancelled and will be liable for legal action as per the KVS admission and benefit accrued by me or my ward shall be **summerly** cancelled.

Date:

Place:

Signature of the Parent/Guardian

**PM SHRI KENDRIYA VIDYALAYA NAYAGARH**  
**Documents Required for New & Fresh Admission**

**List of documents to be submitted and verified with originals:**

1. Print out of the online Application Form with Lottery Result.\* (if applied Online).
2. Filled Application for Admission (Annexure A)
3. Self-Attested copy of Date of Birth (DOB) Certificate of child issued by competent authority along with original for verification.
4. Three recent passport size photographs of child.
5. Service certificate (Annexure-B) of parents from competent authority in the prescribed Proforma and photocopy of 1<sup>st</sup> page of service book in case of Govt. Servants. If Ex-serviceman (Discharge Book / PPO Docs / ID Card by Zilla Sainik Board).
6. Pay slip of last 2 months issued by competent authority in case of Govt. Servants. If required appointment order may be asked by the Admission committee for verification.
7. Proof of transfers (Annexure-C) during the last 7 years (if any) from competent authority in the prescribed proforma (with transfer order copies).
8. Proof of residence (Residence Certificate / Voter / AADHAR ID / House rent agreement with Bank Passbook / Gas Connection / recent Telephone or Electric Bill etc.)
9. A self-declaration regarding Distance of residence from KV. (Annexure-D)
10. Other self-declaration and other Formats (Annexure-E).
11. Self-Attested copy of certificate issued by competent authority for SC/ST/PH/OBC (non-Creamy Layer certificate should not be older than 6 months)/EWS if applicable (for admission under RTE) in the name of the child along with original for verification.
12. EWS\*/BPL\* (with name of the Father)\*
13. For CWSN / Differently Abled candidates, Disabled/ PH Certificate from the competent authority [ PHOTOCOPY along with ORIGINAL].
14. Attested copy of Aadhar Card of the Child and both parents.
15. If the PEN Details & TC of the previous school are mandatory\*. (if applicable)
16. Clinical proof of Blood Group with RH Factor.
17. Name & Address of local guardian\* (if any, then please submit the AADHAR Card, Mobile No. & WhatsApp)

QR code to download  
this document:



Sd/-  
PRINCIPAL



**Document Verification Certificate (To be filled by the Office):**

S. No	Document Description	Essential (Yes/No)	Submitted (Yes/No)	Validity /Remark
1.	Admission Form [as Annexure-A]	Yes		
2.	Date of Birth Certificate (Self Attested)	Yes		
3.	Photograph	Yes		
4.	Service certificate [as Annexure-B] (if Govt. Servant) * If Ex-serviceman (Discharge Book / PPO Docs / ID Card by Zilla Sainik Board) * if required Appointment Letter			
5.	2 Copies of recent pay slip / Appointment Order* and the front page of service book (if Govt. Servant) *** Must be Certified/Attested by DDO			
6.	Transfer Format by the competent authority [Annexure-C] with order copies (if Govt. Servant)*			
7.	Residence Proof	Yes		
8.	Self-declaration residence Format (RTE*) [as Annexure D]*			
9.	Self-Declaration and Self-Declaration Format for Documents Submission [as Annexure E]	Yes		
10.	Proof of certificate in case of SC/ST/OBC (Non Creamy Layer )*			
11.	EWS*/BPL* (with name of the Father)*			
12.	PH / DA Certificate (if required)			
13.	ID Proofs/Aadhaar of Parents and Child*	Yes		
14.	Clinical proof of Blood Group with RH Factor			
15.	Any other document (if required).			

\* If required then submit

**ADMISSION STATUS [ REJECTED / CONFIRMED ]**

Remark: if rejected \*

\*Rejected due to deficiency of \_\_\_\_\_ no. of documents as per the above in "Document Verification Certificate".

ADMISSION COMMITTEE:

- 1.
- 2.
- 3.
- 4.

ADMISSION I/C

PRINCIPAL

**ACKNOWLEDGEMENT**

S. No. \_\_\_\_\_ पंजीकरण संख्या / Adm. No. . \_\_\_\_\_

I Received an application from Shri/Smt. \_\_\_\_\_  
for Admission of her /his son/daughter \_\_\_\_\_ for  
admission to class \_\_\_\_\_ .

तिथि/Date: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_:

Office / Admission I/c