

PM SHRI KENDRIYA VIDYALAYA NAYAGARH

प्रवेश के लिए प्रार्थनापत्र/APPLICATION FOR ADMISSION

Fill the form in capital letters only

प्रवेश संख्या / Admission. No.:		PEN No. _____ (if any)		
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 st April of the year		वर्ष/YY	माह/MM	दिन/DD
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 1 अप्रैल तक पिछले 7 वर्षों में हुए स्थानान्तरणों की सं./ No. of transfers during last 7 years as on 1st April of the year			
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/रहूगी। / 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 isVol

Date

Office In-charge

File

Date

Principal

**REGISTRATION FORM FOR ADMISSION IN "PM SHRI KV NAYAGARH" SESSION: 2026-27**

*** यहां दर्ज की गई जानकारी को सबमिट करने के बाद संशोधित नहीं किया जा सकता।

*** Information entered here cannot be modified after submitting. *Always refer KVS Admission Guideline: 2026-27.

(For Office use only)

Reg. No: _____ Class: _____ Adm. Cat: _____ No. Transfer: _____
Gen/ SC/ST/OBC: _____ EWS/BPL: _____ PH: _____

A recent passport size photograph to be attached

☞ WhatsApp No. of the Parent:
(Must be replied within 48 hours for verification of the registration form)

1.	Class Applied :							
2.	पूरा नाम /Full Name :							
3.	जन्मतिथि /Date of Birth (in figure) :							
4.	जन्मतिथि /Date of Birth (in words) :							
5.	आयु/Age (as on 1st April of the year):	<table border="1"><thead><tr><th>Years</th><th>Months</th><th>Days</th></tr></thead><tbody><tr><td></td><td></td><td></td></tr></tbody></table>	Years	Months	Days			
Years	Months	Days						
6.	लिंग /Gender (Male /Female/Third Gender):							
7.	परिवार का आय / वर्ग-Family Income Group (EWS*/BPL*) :							
8.	दिव्यांग /Differently Abled (Yes/No) :							
9.	जाति वर्ग /Caste Category : (SC/ST/OBC (NCL) /GEN)							
10.	बच्चे का आधार क्रमांक यदि उपलब्ध है / Aadhar Number (if available) :	UDISE PEN (if any)* : _____ APAR ID(if any)*: _____						
11.	रक्त समूह /Blood Group :	धर्म / Religion : _____						

Details of Parents	Mother's Details	Father's Details
12.	पूरा नाम /Full Name :	
13.	राष्ट्रीयता /Nationality :	
14.	घर का पता / Residential Address :	
15.	विद्यालय से दूरी (में .मी.कि) /Distance from KV (in KM) :	
16.	व्यक्तिगत मोबाइल नंबर / Personal Mobile Number :*	
17.	व्यवसाय /Occupation :	
18.	संस्था का नाम /Organisation :	
19.	कार्यालय का पता /Official Address:	

20	व्यक्तिगत ईमेल पता /Per. Email : Father : Mother:	
21.	अभिभावक मे पिता दादा / मां / दादी का चुनाव करे जिनकी / सेवा श्रेणी एवं स्थानांतरण के आधार पर प्रवेश का निर्णयSelect the parent whose Service Category and Transfers are to be considered for Admission :	<input type="checkbox"/> Father <input type="checkbox"/> Mother
22.	सेवा श्रेणी Service Category of the parent: (1 /2 /3 /4 /5). 1- Central Govt./ Ex- Servicemen* 2. Central Govt. Auto./PSU* 3. State Govt.* 4. State Govt. Auto.* 5. Private / Others	*Refer KVS Admission Guideline 2025-26.
23.	यदि चयनित माता दादी का पिछले-दादा / पिता-7 वर्षों में स्थानांतरण हुआ है? / Whether parent has been transferred in last 7 years from 01 Apr 2019 onwards:	<input type="checkbox"/> YES <input type="checkbox"/> NO
24.	If Yes, Number of transfers in Last 7 years. Duly signed Annexure C is to be attached in such case.	
25.	मूल बेतन /Annual income :	

* Subject to Verification of the Documents as per the KVS Admission Guideline / Circulars:

मैं घोषित करता हूँ कि मैंने केवीएस प्रवेश दिशानिर्देशों 2026 - 27 को पढ़ा और समझा है। मेरे द्वारा पंजीकरण फॉर्म में प्रदान की गई सभी जानकारी मेरे ज्ञान और विश्वास के लिए सच्ची, पूर्ण और सही है। मैं यह भी घोषित करता हूँ कि बाद में यदि कोई दस्तावेज या जानकारी अमान्य / असत्य / गलत पाई जाती है, तो मेरे वार्ड का प्रवेश केंद्रीय विद्यालय प्राधिकरण द्वारा बिना कोई कारण बताए रद्द कर दिया जाएगा और केंद्रीय विद्यालय में प्रवेश के नियमों, विनियमन और प्रक्रियाओं का पालन करने के लिए सहमत होगा। प्रवेश के समय मूल दस्तावेजों को स्कूलों में प्रस्तुत किया जाना आवश्यक है, यदि पेशकश की जाती है।

I hereby declare that I have read and understood the KVS admission guidelines 2026-27. All information provided by me in the registration form are true, complete and correct to the best of my knowledge and belief. I also declare that later if any documents or information being found invalid/untrue/incorrect, the admission of my ward will be cancelled by the Kendriya Vidyalaya Authority without assigning any reasons thereof and agree to abide by the rules, regulation and procedures of admission in Kendriya Vidyalaya. The original documents are required to be presented to the schools at the time of admission, if offered.

दिनांक /Date: _____

माता / अभिभावक का हस्ताक्षर / पिता /Signature of the Father / Mother / Guardian

पूरा नाम /Full Name : _____

संलग्न दस्तावेजों की सूची /List of Documents to be attached/ Check List (by Office only):

1.	Registration Form [as Annexure-A]	
2.	Date of Birth Certificate (Self Attested)	
3.	Photograph	
4.	Service certificate/Ex-Serviceman [as Annexure-B]/ Appointment Letter (if Govt. Servant)	
5.	Copy 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] (if Govt. Servant)	
7.	Proof of certificate in case of SC/ST/OBC (Non Creamy Layer)	
8.	EWS*/BPL* (with name of the Father)	
9.	PH / DA Certificate	
10.	Residence Proof	
11.	ID Proofs/Aadhaar of Parents and Child* (*if any) / PEN /APAR ID (if any)*	

ACKNOWLEDGEMENT

S. No. _____ पंजीकरण संख्या / REGD NO. _____

I Received an application from Shri/Smt. _____
for registration of her /his son/daughter _____ for
admission to class _____ .

तिथि/Date: _____

Office / Admission I/c

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 01.04.2019 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 F

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

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

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 & B)
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-C/D) of parents from competent authority in the prescribed Proforma and photocopy of 1st 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-E) 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-F)
10. Other self-declaration and other Formats (Annexure-G).
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)

Sd/-
Admission I/c

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-C/D] (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-E] with order copies (if Govt. Servant)*			
7.	Residence Proof	Yes		
8.	Self-declaration residence Format (RTE*) [as Annexure F]*			
9.	Self-Declaration and Self-Declaration Format for Documents Submission [as Annexure G]	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