

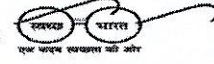
केन्द्रीय विद्यालय संगठन  
शिक्षा मंत्रालय, भारत सरकार के अधीन स्वायत्त संस्थान  
संभागीय कार्यालय, कोलकाता  
ई.बी. ब्लॉक, सेक्टर-1, लाबोनी, साल्ट लेक,  
कोलकाता 700064 –



<https://rokolkata.kvs.gov.in/>



PM  
SHRI



KENDRIYA VIDYALAYA SANGATHAN  
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Education, Govt. of India  
Regional Office, Kolkata, EB Block, Sector-I,  
Laboni, Salt Lake,  
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दिनांक : 17.03.2025

अति-आवश्यक

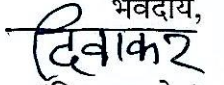
प्राचार्य,  
समस्त केन्द्रीय विद्यालय  
कोलकाता संभाग

विषय: ऑनलाइन प्रवेश प्रक्रिया सत्र 2025-26 – आरटीई और अन्य श्रेणियों की लॉटरी के संचालन के लिए समय स्लॉट के संबंध में। /Online Admission Process session 2025-26 – Time Slot for the conduct of RTE and other categories lotteries.–reg.

महोदया / महोदय,

उपर्युक्त विषय के संबंध में केन्द्रीय विद्यालय संगठन (मुख्यालय) नई दिल्ली से प्राप्त पत्र संख्या F.11-EDP00LA/1/2025-Academic/3302-3330 दिनांक 17.03.2025 समस्त केन्द्रीय विद्यालय को इस अनुरोध के साथ प्रेषित की जा रही है कि पत्र में दिए गए निर्देशों का अक्षरशः पालन करें।

यह आपकी जानकारी एवं आवश्यक कार्यवाही हेतु।

भवदीय,  
  
(दिवाकर भोड़)  
सहायक आयुक्त

संलग्न: यथोपरि।



माता की सेवा  
ममता महोत्सव



केन्द्रीय विद्यालय संगठन  
शिक्षा मंत्रालय भारत सरकार के अधीन स्वायत्त संस्थान  
18 संस्थागत क्षेत्र, शहीद जीत सिंह मार्ग, नई दिल्ली  
KENDRIYA VIDYALAYA SANGATHAN  
An Autonomous Body Under Ministry of Education, Govt. of India  
मुख्यालय, नई दिल्ली /Head Quarters, New Delhi  
18, Institutional Area, S.J. Marg, New Delhi-110016.  
Website: [www.kvsangathan.nic.in](http://www.kvsangathan.nic.in)

F.11-EDPOOLA/1/2025-Academic/3302-3330

Date: 17-03-2025  
by email only  
**MOST URGET**

The Deputy Commissioner  
Kendriya Vidyalaya Sangathan  
All Regional Office

**Subject:- Online Admission Process session 2025-26 - Time Slot for the conduct of RTE and other categories lotteries.**

Madam/Sir,

As you are aware, the Online Registration Process for Class 1 and Balvatika 1 and 3 for session **2025-26** will conclude on 21.03.2025 up to 10:00 PM. The draw of lots for RTE and other categories lottery will be conducted on **25-03-2025 (Tuesday) for class One(01)** and on **26-03-2025(Wednesday) for Balvatika 1 & 3**. The generation of provisional selection lists and waitlist as per the number of sections/seats available/updated the given timeslots as per the sequence mentioned at **Part C-Point 4 (Method of Admission in Class- I)** in the Admission Guidelines.

(i) The KVs should click on the demo lottery button to show the demo of the lottery to the parents. Then KVs should click on the RTE "Conduct Lottery" button first in the time slot assigned to them in the presence of members of the Admission Committee as per KVS Admission Guidelines 2025-26.

(ii) The button once clicked will be disabled, so that the lottery can be conducted only once. The lottery button cannot be clicked after the assigned time slot for a school unless authorized by KVS HQ (in such a situation KVS(HQ) should be informed with reason, so that lottery slot can be re-enabled for that school). The mail should be sent from the Regional Office of the concerned KV to [kvsolahelpdesk@gmail.com](mailto:kvsolahelpdesk@gmail.com).

Region Name	Lottery Time- Slot for Class 1 (25.03.2025)	Lottery Time- Slot for Balvatika 1&3 (26.03.2025)
Mumbai, Guwahati, Silchar, Tinsukia	8.30 am – 9.30 am	8.30 am – 9.30 am
Delhi, Hyderabad, Varanasi, Raipur	9.30 am – 10.30 am	9.30 am – 10.30 am
Ahmedabad, Bengaluru, Bhopal, Dehradun.	10.30 am – 11.30 am	10.30 am – 11.30 am
Agra, Bhubaneswar, Kolkata, Ranchi	11.30 am – 12.30 pm	11.30 am – 12.30 pm
Chandigarh, Ernakulam, Gurugram, Jaipur,	12.30 pm – 01.30 pm	12.30 pm – 01.30 pm
Chennai, Jabalpur, Jammu, Lucknow, Patna	02.00 pm – 03.30 pm	02.00 pm – 03.30 pm

**Kindly adhere to the time slots strictly for the conduct of the lottery.**

AC (VR)  
17/02



(iii) Lotteries for other categories besides RTE (like DA, Priority Categories(I-VI), SC/ST/OBC Category. SGC etc.) can be done at any time after RTE Lottery in the sequence as mentioned in the KVS Admission Guidelines at Part C Point 4 (Method of Admission in Class- 1). In each case, once the "Conduct Lottery button is clicked, it will disappear and the final status of the lottery will be displayed.

(iv) The video tutorials to conduct lottery and Admission through the portal are placed on KV OLA Dashboard portal. The Principal must go through these video tutorials before the conduct of lotteries on 25.03.2025.

(v) After the lottery and proper verification of documents, Admissions in the dashboard portal can be updated. The shortfall can be calculated once all admissions up to sanctioned strength. To complete the shortfall count from SC/ST/OBC NCL list, KV can select the applicants in Priority Category 1-6 of SC/ST/OBC NCL as applicable till the reservation as per guidelines is compiled.

(vi) If multiple registration forms are submitted for the same child in the same Kendriya Vidyalaya, only the last application will be considered in the admission process

Yours Sincerely,



(Dr P Devakumar)  
Joint Commissioner (Acad)

Copy to:

1. PS to the Commissioner, KVS
2. JC(Trg)/DC(Acad)/AC(Acad) for information.



Joint Commissioner (Acad)

17.03.25.