

PM SHRI KENDRIYA VIDYALAYA No.1 ANGUL
DOCUMENTS REQUIRED FOR ADMISSION IN CLASS-I, SESSION 2025-26

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: Paste the Colour Passport size photo of the child on it.
 2. Birth Certificate issued by the competent authority showing date of birth(Keep the Original for verification & attach a photocopy)
 3. Proof of Residence: Electricity bill/Telephone bill/gas connection or gas delivery receipt/bank Pass Book /Quarter Allotment order copy (if residing in govt. allotted quarter) etc. in which the address is mentioned (This should be in the name of either of the parents). If residing in Rented House – Rent agreement along with electricity bill of the house owner.
 4. Self-declaration about Submission of documents,the distance of the residence from PM SHRI KV No.1 Angul & Undertaking for Caste Certificate – where applicable (The format may be downloaded from the Vidyalaya Website).
 5. Certificate of Proof of Blood Group
 6. 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.
 7. OBC (Non-Creamy Layer) Certificate issued by the competent authority – should not be older than three year.It should be issued on or after 01.04.2022
 8. 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**) : It should be issued during the current Financial Year i.e. on or after 01.04.2025 , Certificate issued after 01.04.2024 will be accepted initially , however the fresh one issued after 01.04.2025 will be submitted by the parent within One month of admission.
 9. Those claiming **Below Poverty Line** should submit the following documents:
 - (a) BPL Card, if available in the name of the parent of the child, but lapsed as on date, this can be countersigned by the BDO of the locality of rural areas/Executive Officer of NAC of Municipality areas to validate the card along with Low Income Certificate/ EWS Certificate/Labour Card
 - OR**
 - (b) PHH Ration Card (New) + Low Income Certificate/ EWS Certificate/Labour Card **OR**
 - (c) Antodaya Anna Yojana Card + Low Income Certificate/ EWS Certificate/MGNREGP Job Card/Labour Card
- AND**
- An Affidavit to the effect that as on date the Parent and his family belongs to BPL Category and Low-Income Group
10. Valid Handicapped Certificate issued by the competent authority – those claiming differently abled.
 11. A Service Certificate (By Government Employees) showing the number of transfers during the preceding 7 years issued by the competent authority- **ORIGINAL**(Those claimed Service Category 1/2/3/4) – Format may be downloaded from the Vidyalaya Website
 12. Certificate from the employer showing the Pay particulars of the employee, the status of employment and nature of the establishment - **ORIGINAL**(Applicable only for Government employees – Those claimed Service Category: 1/2/3/4) – 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 (**ORIGINAL**) from the Notary in the prescribed format available in Vidyalaya Website.
 17. Aadhar Card (Child, Father, Mother)
 18. 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 7 are compulsory for all and Sl.No. 8 to 20 are for the cases where applicable.
 - (b) Different Formats are available in School Website under the head “ADMISSION FORMATS” in Pdf – may be downloaded for use.

पी एम श्री केन्द्रीय विद्यालय न.१, / **PM SHRI KENDRIYA VIDYALAYA NO.1 ANGUL**

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

प्रवेश संख्या / Admission No. _____ प्रवेश की तिथि/ Date of

Admission: _____

क्रम सं. Sl. No.	विशेषताएं / Particulars	जानकारी / Information
1	विद्यार्थी का नाम/Name of the Student	
2	जन्म तिथि /Date of Birth	
3	आयु 01.04.2025 को/Age (As on 01.04.2025)	Year _____ Month _____ Days _____
4	राष्ट्रीयता /Nationality	
5	माता-पिता का ब्योरा /Details of Parent	
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	
vii	स्थायी घर का पता / Permanent House Address	
viii	वेतन 01.04.2025 को Pay as on 01.04.2025	Basic Pay:Rs. _____ Total EmolumentsRs. _____
ix	31.03.2025 तक पिछले 7 वर्षों में हुए स्थानांतरणों की संख्या /Number of transfers during last 7 years as on 31.03.2025	
xx	प्रवेश की श्रेणी(माता-पिता)/Admission Category of Parent(I/II/III/IV/V)	
6	स्थानीय अभिभावक का पता(यदि उपयोग)/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/Recognized/Unrecognized 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	लिए जाने वाले प्रस्तावित विषय /Subject proposed to offer	
12	क्या स्थानांतरण प्रमाणपत्र संलग्न हैं (हां/नहीं) / Whether the transfer certificate is attached (Yes/No)	
13	स्थानांतरण प्रमाणपत्र की संख्या व तिथि / No. & Date of transfer certificate	
14	मातृभाषा व गृह नगर/Mother tongue & Home Town	Mother tongue: _____, Home Town: _____
15	क्या विद्यार्थी अनुसूचित जाति/जनजाति/ओ.वी.सी/सामान्य से हैं / Whether the student belongs to Schedule Caste/Schedule Tribe/OBC/General	

WhatsApp No-

Email id-

PEN(If already created)

माता-पिता के द्वारा घोषणा / DECLARATION BY THE PARENT

मैं एतद द्वारा घोषणा करता/करती हूँ की मेरे द्वारा दी गई उपर्युक्त सूचना मेरी जानकारी में सत्य 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 की मैं आवेदन-पत्र और संबंध 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

संबंधित कागजातों की निरीक्षणोंपरांत एवं शुक्ल 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 शुल्क /Admission Fee : Rs. _____ शिक्षा शुल्क /Tuition Fee: Rs. _____

वि.वि.एन. शुल्क /VVN Fund : Rs. _____ कंप्यूटर शुल्क /Computer Fund : Rs. _____

कंप्यूटर 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 की समस्त प्रविष्टियाँ 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 realised by Office/Class Teacher.

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

दिनांक/Date: _____

कार्यालय प्रभारी /Office Incharge

फाइल/FILE

दिनांक/Date : _____

प्राचार्य/PRINCIPAL

SELF DECLARATION
(Submission of Documents & Information)

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 PM SHRI
Kendriya Vidyalaya No.1 Angul 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 has to be deemed cancelled and I
will be liable to punishment as per guidelines of KVS and the benefit accrued by me or my ward will
be summarily cancelled.

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

SELF DECLARATION

(Distance from School to Residence) – For Candidates Selected under RTE

I _____ Father /Mother of Master/Miss
_____ age _____ years , bearing Application
Submission Code : _____ Residence address as
mentioned in the Registration Form _____

_____ (Complete Address as mentioned in the Online Registration
Form) , do hereby declare that the distance between PM SHRI Kendriya Vidyalaya No.1 Angul and
the above mentioned 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 PM SHRI Kendriya Vidyalaya No.1 Angul. 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 : _____

Place : _____

Signature of the Parent

Mobile No : _____

**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 31.03.2023) 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 31.03.2023) 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)

CERTIFICATE FROM THE EMPLOYER
(Regarding Status of Employment & identification of Admission Category in KVS)

I Sri/Smt./Ms. _____ (Name of the Employer) ,
 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 PM SHRI Kendriya
 Vidyalaya No.1 angul.

01	Name of the Child for whom admission is sought (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	Status of Employment (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/ Sate Government Autonomous Body/ PSU fully or partially finance by the state govt. (To be written clearly)	
09	Whether the employee is to be considered as an employee of Central Government/ <i>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. (Any one of the above to be written clearly)</i>	
10	Please write any one of the following which is applicable i.r.o. the child for whom admission is sought <ol style="list-style-type: none"> 1. Children of transferable and non-transferable Central government employees and children of ex- servicemen. This will also include children of Foreign National officials, who come on deputation or transfer to India on invitation by Govt. of India. 2. Children of transferable and non-transferable employees of Autonomous Bodies / Public Sector Undertaking/Institute of Higher Learning of the Government of India. 3. Children of transferable and non-transferable State Government employees. 4. Children of transferable and non-transferable employees of Autonomous Bodies/ Public Sector Undertakings/Institute of Higher Learning of the State Governments. 5. Children from any other category 	
11	Recent Pay/Salary of the Employee with proper Split up	(i) Pay Level : _____ (ii) Pay : _____ (iii) DA : _____ (iv) HRA : _____ (v) Any Other _____ (vi) Any Other : _____ (vii) Total :
12	Whether the employee is drawing the consolidated pay	YES / NO

Place: _____
 Date: _____

Signature of the Certifying Authority with Seal

Complete Address of the Office:

Telephone Number: _____