

**SERVICE CERTIFICATE (for Central Govt. employees)**

Certified that Shri/Smt. .... is working as regular employee in the Ministry/ Office of ..... He/She is an employee of Defence Service / CRPF / BSF / NSG/SPG / CISF / Central Govt. / Autonomous Body / Public Sector Undertaking fully financed / partially finance by the Central Govt. and his / her services are non-transferable / transferable anywhere in India.

Date:.....

Signature. of the head of office

(With Date, Name , Designation and Office stamp)

Complete address and Telephone No of Office

**SERVICE CERTIFICATE (for State Govt. employees)**

Certified that Shri/Smt..... is working in the Ministry/ Office of ..... He/ She is a regular employee of State Government transferable anywhere in the state.

Date:.....

Signature. of the head of office

(With Date, Name , Designation and Office stamp)

Complete address and Telephone No of Office

**CERTIFICATE OF NUMBER OF TRANSFERS**

***(If the distance between the two office places involving transfer is at least 20 Kilometres and the minimum period of stay at a place is six months then only it will be counted as a transfer as per part A(2)(iii) of KVS Admission Guidelines).***

I, Smt/Shri \_\_\_\_\_ (Name) \_\_\_\_\_ (rank/designation) of \_\_\_\_\_ (office), do hereby certify that during the past 7 years (**i.e from 01.04.2018 to 31.03.2025**), I have been transferred \_\_\_\_\_ times (in figure & in word) from one station to another. The details of which are given as under.

I know that if the above mentioned information is found incorrect, my child .....  
(Name of child) will be disqualified for admission in Kendriya Vidyalaya.

Signature of the Parent

S . N	Office/Unit and Place	Date of Joining the Office/Unit	Date of Release from the Office/Unit	Period of stay (in Months)	Transferred Office/Unit and Place	Distance between the Two Office (in km)	Transfer Order No.
1							
2							
3							
4							
5							

**COUNTER SIGNATURE**

I \_\_\_\_\_ (Name) \_\_\_\_\_ (rank/designation) of \_\_\_\_\_ (unit/department) hereby certify that the particulars given above have been authenticated by the records held in the office and found to be correct.

(Signature of the Head of the Office with Office Stamp)

Contact number of the authority/office : .....

**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 PM SHRI Kendriya Vidyalaya Aska. The information furnished below is true and verified from the office/service  
records of the employee.

01	Full name of the employee (in Block Letters)	
02	Designation of the employee	
03	Employee Code / Employee Identity No.	
04	Name of the office where the employee is presently posted	
05	Whether Permanent/Regular/Temporary/Contractual/ Part Time/ Adhoc /Daily Wage Basis/Casual (To be written clearly)	
06	This office/organization is <b>Central Government/Central Government Autonomous body/PSU fully or partially financed by Govt. of India/State Government/ State Government Autonomous Body/ PSU fully or partially finance by the state govt.</b> (To be written clearly)	
07	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 : _____
08	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:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Office Telephone Number: \_\_\_\_\_

Office E-mail ID: \_\_\_\_\_