

PM SHRI KENDRIYA VIDYALAYA ASKA
Verification of documents for admission for the session 2025-26

Sl.No	Details	As submitted in online form	Status after verification
1	Name		
2	Application ID		
3	Date of Birth		
4	Caste Category		
5	Parent in whose name certificate is provided		
6	Service Category		
7	No.of Transfers		
8	Distance		

Check list of documents for verification

SL	Name of document	Submitted/Not Submitted
1	Print out of online registration form.	
2	Duly filled Admission form.	
3	Birth Certificate of Child.	
4	Passport size Photograph of Child.	
5	Aadhar Card of Child/ If not available then copy of application for Aadhar enrollment.	
6	Blood Group Certificate of Child.	
7	Caste Certificate of Child(SC/ST/OBC)/If not available in the name of child, then copy of application for certificate and certificate of Parent.	
8	Residence Proof. (House rent agreement along with the electricity bill of the owner/ Aadhar card/ Voter Id Card/ LPG connection/ Telephonic bill/ Residential Certificate/Quarter allotment order)	
9	Service Certificate & last month payslip of parents, Transfer orders.	
10	EWS/BPL Certificate of Parent (See point no.9 & 18 below)	
11	CWSN/PH Certificate of Child (In case of Differently abled Candidate)	
12	A certificate of retirement for uniformed defence employees.	

Declaration by parent

I certify that all the details provided above are correct. Further I understand that my child is provisionally selected for admission subject to verification of documents and if documents provided are not correct/sufficient to establish the correctness of above data, the application is to be treated as void and claim for admission will be forfeited.

(Full signature of Parent)

Remarks after verification

Documents verified and found to be Correct/Sufficient	
Documents verified and found to be incorrect/insufficient	
Accepted / Rejected	
If rejected, reasons	

(Signature of verifier)

PM SHRI KENDRIYA VIDYALAYA ASKA
DOCUMENTS REQUIRED AT THE TIME OF ADMISSION

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. Filled in Application Form for Admission.
2. Hard Copy (Print Out) of the Online Application Form.
3. Birth Certificate issued by the competent authority showing date of birth (Produce the Original for verification & attach a photocopy)
4. Proof of Residence: Electricity bill/Telephone bill/gas connection/Aadhar Card/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.
5. Self-declaration about Submission of documents, the distance of the residence from KV Aska & Undertaking for Caste Certificate – where ever applicable.
6. Certificate of Proof of Blood Group of child.
7. Valid SC/ST/OBC-NCL Certificate issued by the competent authority in the name of the child. If not available in the name of child, then copy of acknowledgement of application for certificate in the name of the child and certificate of Parent (Certificate in the name of either of the parents may be accepted initially along with the acknowledgement) – If it is in the name of the parent an undertaking to submit the certificate in the name of the child within 03 months from the date of admission.
8. OBC (Non-Creamy Layer) Certificate issued by the competent authority – should not be older than three years. It should be **issued on or after 01.04.2022**
9. 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 is required to be submitted by the parent within three months of admission. (Certificate in the name of either of the parents 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.
10. Valid Handicapped Certificate issued by the competent authority certifying that she/he is a child with Special Needs (CwSN) – those claiming CwSN.
11. A Service Certificate (By Government Employees) showing the number of transfers during the preceding 7 years issued by the competent authority- **ORIGINAL** (Those claiming 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).
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. (Copy of Discharge Book and Ex-Serviceman ID Card may be accepted).
15. Copy of Transfer Orders
16. Aadhar Card (Child, Father, Mother)
17. Any other documents as required by the admission committee as per the demand of the situation

18. Those claiming **Below Poverty Line (BPL)** should submit the following document

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)

PHH Ration Card (New) + Low Income Certificate/ EWS Certificate/Labour Card

(OR)

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 and all information provided about the above documents are correct.