# ADMISSION DOCUMENTS:

## KENDRIYA VIDYALAYA CHATRAPUR

### ***DOCUMENTS REQUIRED FOR ADMISSION IN CLASS-I, SESSION 2026-27***

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 The Format may be downloaded from the Vidyalaya Website.
2. Filled in Format for Entry in UBI Portal– Format is available in Vidyalaya Website for download & use
3. Hard Coy (Print Out) of the Online Application Form: Paste the Colour Passport size photo of the child on it.
4. Birth Certificate issued by the competent authority showing date of birth(Keep the Original for verification & attach a photocopy)
5. Proof of Residence: Electricity bill/Telephone bill/gas connection or gas delivery receipt/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 consumer bill of last six months of the house owner.
6. Self-declaration about Submission of documents, the distance of the residence from KV CHATRAPUR & Undertaking for Caste Certificate – where applicable (The format may be downloaded from the Vidyalaya Website).
7. Certificate of Proof of Blood Group
8. Valid SC/ST/OBC-NCL Certificate issued by the competent authority (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.
9. OBC (Non-Creamy Layer) Certificate issued by the competent authority – should not be older than one year. It should be issued on or after 01.04.2025
10. 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 01.04.2026 , Certificate issued after 01.04.2025 will be accepted initially , however the fresh one issued after 01.04.2026 will be submitted by the parent within One month 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.

11. 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 and all information provided about the above documents are correct.
12. Valid Handicapped Certificate issued by the competent authority certifying that she/he is a child with Special Needs (CwSN) – those claiming CwSN.
13. 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
14. 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
15. For government employees – ID card issued by the employee/last month's pay slip
16. 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).
17. Copy of Transfer Orders
18. Aadhar Card (Child, Father, Mother)
19. 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 19 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.

PRINCIPAL

## ***CHECK LIST OF DOCUMENTS***

**PART-A (Details of the Child)**

1. Name of the Child : _____
2. Class to which admission sought : I (Class One)
3. Session : 2026-27
4. Application Submission Code : _____
5. Selected under the category of : RTE/ CwSN/Cat-I/Cat-II/Cat-III/SC/ST/OBC(NCL)
6. Serial Number in the Selection List : _____

***PART-B (Documents submission by the parent)***

The self-attested copy (Except cases where original is mentioned) of the following documents are submitted by me.

| Sl. No. | Name of the Document | Yes/ No | Remarks |
|---|---|---|---|
| 1 | Filled in Application Form for Admission (Page: 1 & 2 to be printed on both sides of a single paper) | | |
| 2 | Filled in Format for Entry in UBI Portal | | |
| 3 | Hard Copy (Print out) of the Online Application Form | | |
| 4 | Birth Certificate (Both Original & a Photocopy) | | |
| 5 | Residence Proof (Mention the type in Remark column) | | |
| 6 | Self-Declaration of submission of correct information and documents, Distance from School to Residence | | |
| 7 | Certificate of Proof of Blood Group | | |
| 8 | Caste Certificate (SC/ST/OBC-NCL) – (Specify whether in the name of the child or parent in Remarks Column | | |
| 9 | Undertaking (If Caste Certificate in the name of the Parent) | | |
| 10 | Income & Asset Certificate for Claiming Economically Weaker Sections | | |
| 11 | BPL Card/ Proof of claiming BPL (Write Names of documents in Remark Column) | | |
| 12 | CwSN Certificate (Specify % of disability and type of disability in Remarks Column) | | |
| 13 | Service Certificate & Certificate showing no. of transfers (ORIGINAL) (Specify category of employee i.e. state govt./central govt. etc. in Remarks Column) | | |
| 14 | Certificate from the employer – in prescribed format available in Vidyalaya Website (ORIGINAL) | | |
| 15 | Employee ID card/Last month's pay slip (Specify Employee Code in Remarks Column) | | |
| 16 | Transfer Orders (Specify number of transfers in preceding 7 years as on 31.03.2026 in the remarks column) | | |
| 17 | For Ex-Service Man ID proof/Discharge Book (Specify the date of discharge in Remarks Column) | | |
| 18 | For Ex-Service Man Certificate of transfers counter signed by the Authority (ORIGINAL) - (Specify no. of transfers in Remarks Column) | | |
| 19 | Aadhar Card (Child, Father, Mother) | | |
| 20 | Any Other | | |

Signature of the Parent with Date

***PART-C (For the Verifying Officers)***

All the documents mentioned above are submitted by the parent and verified by us from the original and found with the following Remarks. (Specify whether admission is approved or rejected in Remarks Column)

***Verifying Officer -1*** ***Verifying Officer-2***

Remarks:

Signature:
Name & design. :

I/C Admission Counter Signed by the Principal

**केन्द्रीय विद्यालय छत्रपुर / KENDRIYA VIDYALAYA CHATRAPUR**

**प्रवेश के लिए प्रार्थना पत्र /APPLICATION FOR ADMISSION**

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

**Office Use Only**

| Fresh/ KVTV/ Other TC | Class | Section | Admission Category | Social Category | Boy/ Girl | Parent's Deptt/ Occupation | Admission Guidelines Provision/ Para | Authority Letter No. |
|---|---|---|---|---|---|---|---|---|
| | | | | | | | | |

**To be filled by the Parent** ↓

| क्रम सं.Sl. No. | विशेषताएँ/Particulars | जानकारी / Information |
|---|---|---|
| 1 | विद्यार्थी का नाम/Name of the Student | |
| 2 | जन्म तिथि/Date of Birth | |
| 3 | आयु 31.03.2026 को/Age (As on 31.03.2026) | 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) | P |
| 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 01.04.2026 को Pay as on 01.04.2026 | BasicPay:Rs. _____ Total EmolumentsRs. _____ |
| ix | 31.03.2026 तक पिछले 7 वर्षो में हुए स्थानान्तरणों की संख्या /Number of transfers during last 7 years as on 31.03.2026 | |
| 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 | लिये जाने वाले प्रस्तावित विषय /Subject proposed to offer | |
| 12 | क्या स्थानान्तरण प्रमाण पत्र संलग्न हैं (हां/नहीं) / Whether the transfer certificate is attached (Yes/No) | |
| 13 | स्थानान्तरण प्रमाण पत्र की संख्या वो तिथि / No. & Date of transfer certificate | |
| 14 | मातृ भाषा 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 | |

Signature of the Parent:_____

## माता-पिता के द्वारा घोषणा / DECLARATION BY THE PARENT

मैं एतदद्वारा घोषणा करता / करती हूँ कि मेरे द्वारा दी गई समस्त सूचना सत्य है। मै विद्यालय नियमों से प्रतिबद्ध रहूँगा/रहूँगी।I hereby declare that the 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 हें 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

सम्बद्ध कागजातों के निरीक्षणोंपरान्त एवं शुल्क प्राप्तोपरान्त कक्षा_____वर्ग _____ में प्रवेश दें । Please admit _____ to Class: _____ Section : _____ after checking the relevant papers and finalise the dues.

दिनांक/Date : _____ प्राचार्य /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 तिथि /Admission Fee : Rs. _____ शिक्षा शुल्क /Tuition Fee: Rs. _____

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

कम्प्युटर 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 हें कि समस्त प्रविष्टियाँ छात्र पंजिका में दर्ज की गयी 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 In-charge

## फ़ाइल/FILE

दिनांक/Date : _____ प्राचार्य/PRINCIPAL

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### CHECK LIST OF DOCUMENTS

**FRESH/KV/ARMY TC :** _____

List of Documents with No. & Date of Issue:

| Sl.No. | Name of the Document | Number | Date of Issue | Remarks |
|---|---|---|---|---|
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

Verifying Officer

**KENDRIYA VIDYALAYA CHATRAPUR**

**STUDENT INFORMATION FOR ENTRY IN UBI PORTAL**

| | |
|---|---|
| Year of Admission in this KV | **2026** |
| Admission No. | |
| Student Name | |
| Father/Guardian Name | |
| Mother Name | |
| New Admission | **Yes** |
| Class | |
| Section | |
| Admission Category (I/II/III/IV/V) | |
| Date of Birth (DD/MM/YYYY) | |
| Gender (Boy/Girl/Third Gender) | |
| Physically Disabled (Yes/No) | |
| Category (General/SC/ST/OBC-NCL) | |
| Minority | |
| BPL (Yes/No) | |
| Mobile Number | |
| Email | |
| Blood Group | |
| Aadhar No. | |
| Account No. | |
| Account label | |
| IFSC Code | |
| Select for Payment: Q1(Apr-Jun)/ Q2(Jul-Sep)/Q3(Oct-Dec)/Q4(Jan-Mar) | |
| Eligible for Reimbursement (Yes/No) | |
| Admission Under RTE (Yes/No) | |
| Exemption under Sibling (Yes/No) | |
| Single Girl Child (Yes/No) | |
| KVS Employees Children (Yes/No) | |
| Emergency Assistance (Yes/No) | |
| Court Case (Yes/No) | |
| Exemption under Article 123-124 (NA/Full) | |
| Children of Armed/Para Forces whose parents killed/disabled during hostilities, operation Meghdoot and Vijay (Yes/No) | |
| Children of Armed/Para Forces whose parents killed/declared missing or disabled during any counter insurgency operations in India or Abroad (Yes/No) | |
| **PM CARE (Yes/No)** | |
| **Unique Students ID** (To be entered by the Class Teacher after entry) | |

Signature:

1. Parent 2. I/c Admission 3. Class Teacher

# SELF DECLARATION
# (Submission of Documents & Information)

I _____age_____years Father /Mother of Master/Miss _____, resident of _____

_____

(Complete Address) , do hereby declare that the information given in admission form of the admission in Kendriya Vidyalaya CHATRAPUR 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 : _____

## *UNDERTAKING*
## *(Submission of SC/ST/OBC/BPL/EWS Certificate)*

I _____(Name of the Parent) do hereby declare that I will submit the SC/ST/OBC- Non-Creamy Layer/BPL/EWS 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 Kendriya Vidyalaya CHATRAPUR. 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 : _____ Signature of the Parent
Place : _____ 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 (in Block Letters)***

_____

_____

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 31.03.2026) 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 (In Block Letters)***

_____

_____

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 31.03.2026) 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: _____ Signature of Head of the Office
Date: _____ (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 Kendriya Vidyalaya CHATRAPUR.

| | | |
|---|---|---|
| 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/*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)<br>***Note: STATE GOVERNMENT EMPLOYEE: An employee who is regular (i.e. an employee working on that post sanctioned by the State Government in substantive capacity) and draws his emoluments from the Consolidated Fund of State.*** | |
| 10 | **Please write any one of the following which is applicable i.r.o. the child for whom admission is sought**<br>1. Children of transferable and non-transferable Central government employees and children of ex- servicemen.<br>2. Children of transferable and non-transferable employees of Autonomous Bodies / Public Sector Undertaking/Institute of Higher Learning of the Government of India.<br>3. Children of transferable and non-transferable State Government employees.<br>4. Children of transferable and non-transferable employees of Autonomous Bodies/ Public Sector Undertakings/Institute of Higher Learning of the State Governments.<br>5. Children from any other category **i.e., all those not covered under any of the categories 1 to 4 listed above.** | |
| 11 | Recent Pay/Salary of the Employee with proper Split up | (i) Pay Level : _____<br>(ii) Pay : _____<br>(iii) DA : _____<br>(iv) HRA : _____<br>(v) Any Other _____<br>(vi) Any Other : _____<br>(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 with Telephone Number

# SELF DECLARATION

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

I _____age_____ years, Father /Mother of Master/Miss _____ , 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 Kendriya Vidyalaya Chatrapur and the above mentioned residence is _____ km .

Date : _____ Signature of the Parent

Place : _____ Mobile No : _____