

ADMISSION DOCUMENTS:

PM SHRI KENDRIYA VIDYALAYA GAJAPATI

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. 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 bill of the house owner.
6. Self-declaration about Submission of documents, the distance of the residence from PM SHRI KV GAJAPATI & 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 three years.It should be issued on or after 01.04.2022
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 01.04.2025 , 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. (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 : 2025-26
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 31.03.2025 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

पी एम श्री केन्द्रीय विद्यालय गजपति / P M SHRI KENDRIYA VIDYALAYA GAJAPATI

प्रवेश के लिए प्रार्थना पत्र / APPLICATION FOR ADMISSION

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

Office Use Only

Fresh/ KVTV	Class	Sec tion	Admission Category	Social Categor y	Boy/ Girl	Minority Community (If Yes Religion)	Parent's Dept/ Occupation	Admission Guidelines Provision/ Para	Authority Letter No.	Average Class Strength as on the date of Admission

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 31.03.2025 को/Age (As on 31.03.2025)	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 स्थानान्तरणों 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	लिये जाने वाले प्रस्तावित विषय /Subject proposed to offer	
12	क्या स्थानान्तरण प्रमाण पत्र संलग्न है (हां/नहीं) / Whether the transfer certificate is attached (Yes/No)	
13	स्थानान्तरण प्रमाण पत्र की संख्या व 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.बी.सी./सामान्य से है / Whether the student belongs to Schedule Caste/Schedule Tribe/OBC/General	
16	अल्पसंख्यक समुदाय है? Whether Minority Community / धर्म निर्दिष्ट करें/Specify Religion	

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। मैं 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 है 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 है 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

फाइल/FILE

दिनांक/Date : _____

प्राचार्य/PRINCIPAL

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

PM SHRI KENDRIYA VIDYALAYA GAJAPATI

STUDENT INFORMATION FOR ENTRY IN UBI PORTAL

Year of Admission in this KV	2025
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 PM SHRI KENDRIYA VIDYALAYA GAJAPATI 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 _____ 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 PM SHRI KENDRIYA VIDYALAYA GAJAPATI
and the above mentioned residence is _____ km .

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 PM SHRI KENDRIYA
VIDYALAYA, GAJAPATI 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: _____
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 31.03.2025) 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: _____
Date: _____

Signature of Head of the Office
(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: _____
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 31.03.2025) 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 _____

Kendriya Vidyalaya Digapahandi

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</i> /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) 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 1. Children of transferable and non-transferable Central government employees and children of ex- servicemen. 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 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 : _____ (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 with Telephone Number:

AFFIDAVIT FOR SINGLE GIRL CHILD

Rs. 100/- Stamp Paper

(Judicial Magistrate/SDM/Executive Magistrate (Not below the rank of Tahasildar))

I _____ aged _____ years , Indian
inhabitant occupation _____ Resident of

_____ is
mother/father of _____ Date of Birth
_____ submitting my undertaking to the Head of the Institution for
admission of my daughter _____ in
Class _____ vide KVS Admission Guidelines 2025-26

1. I hereby declare that Miss _____ is the only girl child in my family (with no male/female sibling). I understand that it shall be my sole responsibility to inform you about any change in status of Single Girl Child in the family immediately, if and when it occurs.
2. I am also aware that in case it is detected at any time that the affidavit sworn by me is false, appropriate action will be taken by the school authorities and KVS against me.

Signature of Father

Signature of Mother

Residential Address with Contact Number:

Solemnly affirmed at: _____

This _____ (Day) of _____ (Month) of 2025 (Year)

BEFORE ME

Explained and Identified by me,

Advocate

AFFIDAVIT FOR SINGLE GIRL CHILD

I, _____ Father of _____ (Single Girl Child)

_____ &Mother of (Single Girl Child) _____ residing at _____

do solemnly declare that we have no other child except _____ (Name of the Single Girl Child).

1. That I am citizen of India.
2. That _____ is my real daughter.
3. That her date of birth is _____
4. That I have a Single Daughter and no other child in my family.
5. That my above-mentioned daughter has no brother or sister.
6. That I will inform the School authority in case another son or daughter is born in my family.
7. If any information or documents are found incorrect on verification, the admission of my ward may be treated as cancelled, I will not sustain any claim against the decision of Principal, Kendriya Vidyalaya Digapahandi

Place:

Date:

Signature of Father

Signature of Mother

Deponent