KENDRIYA VIDYALAYA BHANJANAGAR

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 (Page: 1 & 2 to be printed on both sides of a single paper) – 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 Color 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 KV Bhanjanagar & 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 the parent may be accepted initially) – If it is in the name of the parent an undertaking should be submitted stating the certificate in the name of the child will be submitted 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 year. It should be issued on or after 01.04.2024
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.
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
12. Valid Handicapped Certificate issued by the competent authority – those claiming differently abled.
13. 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
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 – Bona fide Certificate &Transfer details counter signed by the Zilla/RajyaSainik Board or any competent authority, Copy of Discharge Book, Copy of PPO.
17. Copy of Transfer Orders
18. Aadhar Card (Child, Father, Mother)
19. Any other document 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.

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/Cat-I/Cat-II/III/IV/V/SC/ST/OBC(NCL)/DA
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	Handicapped 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	For Single Girl Child Affidavit (ORIGINAL) – (Specify the date of issue in Remarks Column)		
20	Aadhar Card (Child, Father, Mother)		
21	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

PLEASE PRINT PAGE 1 & PAGE 2 ON BOTH SIDES OF A SINGLE PAPER

केन्द्रीय विद्यालय भंजनगर /KENDRIYA VIDYALAYA BHANJANAGAR

प्रवेश के लिए प्रार्थनापत्र /APPLICATION FOR ADMISSION

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

क्रम सं.Sl.No.	विशेषताएँ/Particulars	जानकारी / Information
1	विद्यार्थी का नाम/Name of the Student	
2	जन्म तिथि/Date of Birth	
3	आयु 01.04.2026 को/Age (As on 01.04.2026)	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)	
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	Basic Pay: Rs. _____Total Emoluments Rs. _____
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	As per KVS norms
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	

WhatsApp No. (For Online Class) :

माता-पिताकेद्वाराघोषणा / DECLARATION BY THE PARENT

में एतद द्वारा घोषणा करता /करती हूँ कि मेरे द्वारा दी गई उपर्युक्त सूचना मेरी जानकारी मै सत्य है।मै 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 हें कि मै 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 finalize 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 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 Incharge

फ़ाइल/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

KENDRIYA VIDYALAYA BHANJANAGAR
STUDENT INFORMATION FOR ENTRY IN UBI PORTAL

Year of Admission in this KV	**2026**
Admission No.	**00**
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)	**No**
Court Case (Yes/No)	**No**
Exemption under Article 123-124 (NA/Full)	**NA**
Children of Armed/Para Forces whose parents killed/disabled during hostilities, operation Meghdoot and Vijay	**No**
Children of Armed/Para Forces whose parents killed/declared missing or disabled during any counter insurgency operations in India or Abroad	**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 _____ Father /Mother of Master/Miss _____ age_____ years , resident of _____ _____ (Complete Address) , do hereby declare that the information given in admission form for admission in Kendriya Vidyalaya Bhanjanagar and the enclosed documents are 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 Kendriya Vidyalaya Bhanjanagar 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 Kendriya Vidyalaya Bhanjanagar. 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

_____

_____

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 from 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: _____ 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 from 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 Bhanjanagar.

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)	
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. 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: _____