



केंद्रीय विद्यालय आस्का , गंजाम, ओडिशा
KENDRIYA VIDYALAYA ASKA, GANJAM, ODISHA
प्रवेश के लिए आवेदन पत्र / APPLICATION FOR ADMISSION

(For Office Use –Fill in “Red” ink)

Admission No: Date of Admission:Session:
Class:Adm.Catg: Caste: Admission Quota:
Online/Offline Registration No/T.C.No: UBI ID:

(FILL ALL THE DETAILS IN CAPITAL LETTERS – Fill in “Blue/Black” ink as per Birth Certificate)

विद्यार्थी का पूरा नाम (स्पष्ट शब्दों में) Name of Child:.....

जन्म तिथि (अंको में) Date of Birth

D	D	M	M	Y	Y	Y	Y
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(In Figure DD/MM/YYYY):

शब्दों में In words.. ..

आयु 31.03.2023 तक /Age as on 31.03.2023: Years..... Months..... Days.....

Father's Name:

Mother's Name:

(Parent's Signature)

Paste a recent
passport size
photograph here

(OTHER DETAILS OF STUDENT)

बच्चे का रक्त समूह(Rh फैक्टर सहित) Blood Group of the child (with Rh factor): लिंग Sex:

बच्चे की संबन्धित श्रेणी Caste: (Gen/SC/ST/OBC (CL)/OBC (NCL): SGC/EWS/PH:

Aadhar no. of Child:

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Religion: Mother Tongue: Home Town: State:

Name of previous SchoolClass

(माता-पिता का ब्योरा /OTHER DETAILS OF PARENT)

Details	Mother's details	Father's details
व्यवसाय Occupation:		
दूरभाष Mobile no:		
E-mail ID:		
पूर्ण आवासीय पता व दूरभाष (प्रमाण सहित) Residential Address:		
Permanent Address :		
राष्ट्रीयता Nationality :		
स्थानांतरणों की संख्या No. of trfs during last 07 years (as on 31.03.2023)		
Name of Local Guardian (If any)		

SELF DECLARATION

I _____ Father /Mother of Master/Miss
_____ do hereby declare that the information given in admission form and in the
enclosed documents are true to the best of my knowledge and belief I am well aware of the fact that if the information given by
me is found to be false/ not true at any point of time, admission of my child will be cancelled and I will be liable to legal actions as
per guidelines of KVS and any benefit accrued by me or my ward will be summarily cancelled.

Date : _____

माता / पिता / अभिभावक के हस्ताक्षर Signature of the Parent

SELF DECLARATION

I _____ Father /Mother of Master/Miss _____ Present resident of _____ (Complete Address) , do hereby declare that the radial distance between KV ASKA and our residence is _____ KM.

Date : _____

Signature of the Parent

Place : _____

Mobile No : _____

FOR OFFICE USE ONLY

प्रमाणित किया जाता है की मैंने आवेदन पत्र और संबन्धित कागजातों की जांच कर ली है।

Certified that I have checked the application form and the relevant papers are found in order

प्रवेश प्रभारी/Admission In-Charge

Please admit (Name of child)..... to class section

after checking the relevant papers and realize the due.

संबन्धित कागजातों के निराक्षण उपरांत एवं शुल्क प्रसापरांतको कक्षा..... वर्ग में प्रवेश दे।

दिनांक/Date.....

प्राचार्य/Principal.....

दाखिल दिया गया/ Admitted to Class.....Section.....UBI ID

प्राप्त धन का विवरण Details of Amount Received:

शुल्क रशीद संख्या/Fee Receipt No..... तिथि/Date.....निर्गत .../ Issued.

प्रवेश शुल्क/Admission Fee..... शिक्षया शुल्क/ Tuition Fee.....

विद्यालय विकाश निधि/Vidyalaya VikasNidhi..... विज्ञान शुल्क/Science Fee.....

सांगणक शुल्क/Computer Fee.....कुल/Total... ..

कक्षा उपस्थिती पंजिका में नाम दर्ज किया गया/ Name has been entered in the class attendance register.

कक्षा अध्यापक/Class Teacher

प्रमाण पत्र /Certificate

प्रमाणित किया जाता है की समस्त प्रविष्टियों/छात्र पंजिका (खंड-____) में दर्ज की गयीएवं शुल्क का भुगतान ऑनलाइन (UBI पोर्टल) में किया गया है। / Certified that the entries have been made in the admission register(vol-____)Andfees have been paid through UBI portal.

विद्यार्थी की छात्र पंजिका संख्या/The S.R. No. of the student isखंड /Volume No.....

दिनांक/Date.....

कार्यालय प्रभारी / Office In-charge

प्राचार्य/Principal

CHECKLIST OF DOCUMENTS

Fresh Admission		KV / ARMY TC	
Admn Form No		Original TC	
DOB Certificate		Dated	
Residence Proof		Duplicate Copy Of TC	
Service Certificate		Movement Order	
Affidavit (If Any)		Ro Verification(If Any)	
Original TC No /Date		Service Certificate	

सेवा प्रमाण पत्र / SERVICE CERTIFICATE (केन्द्रीय सरकार / Central Govt.)

Certify that Shri/Smt _____ is working as regular employee in office/Ministry of _____. He/she is an regular employee of defenceservice/CRPF /BSF /NSG/SPG/CISF Central Government autonomous body/ Public sector undertaking fully financed/ Partially financed by the central government and his/her service are non-transferable/Transferable anywhere in India.

स्थान/Place _____

कार्यालय अध्यक्ष के हस्ताक्षर/signature of head of the office

दिनांक _____

पूरा नाम/Full Name _____

पद/Designation _____

(कार्यालय की मोहर/ Office stamp)

Complete address and Telephone No of Office _____

सेवा प्रमाण पत्र / SERVICE CERTIFICATE (राज्य सरकार / State Govt.)

Certified that Shri/Smt _____ is working in the office/Ministry of _____ as a _____. He is a regular employee of State Government /autonomous body/ Public sector undertaking.His/her service is non-transferable/Transferable anywhere in state.

स्थान/Place _____

कार्यालय अध्यक्ष के हस्ताक्षर /Signature of Head of the office

दिनांक _____

पूरा नाम/Full Name _____

पद/Designation _____

(कार्यालय की मोहर/ Office stamp)

Complete address and Telephone No of Office _____

स्थानांतरण संख्या प्रमाण – पत्र /CERTIFICATE OF NUMBER OF TRANSFERS

(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).

I, Smt/Shri _____ (Name) _____ (rank/designation) of _____ (office), do hereby certify that during the past 7 years (upto31.03.2023) I have been transferred _____ times (in figure & in word) from one station to another. The details of which are given as under.

Signature of the Parent

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.

प्रति हस्ताक्षर / 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 **Kendriya
VidyalayaASKA**. 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 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)	
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: _____

UNDERTAKING

(Submission of SC/ST/OBC Certificate – If the certificate in the name of the child is not available at present)

I _____ (Name of the Parent) do hereby declare that I have applied for caste certificate in the name of my child _____ and will submit the Caste Certificate (SC/ST/OBC (Non Creamy Layer) issued by the competent authority in the name of my child within 03 (Three) months from the date of admission of my child in Kendriya Vidyalaya Aska. I am attaching a copy of application submitted for issue of caste certificate in the name of my child. If I fail to submit the same in the name of my child within this period the admission of my child will be summarily cancelled.

Date : _____

Signature of the Parent

Place : _____

Mobile No : _____

SINGLE GIRL CHILD

Rs. 100/- Stamp paper (Executive Magistrate) Affidavit

I.....aged.....years, Indian Inhabitant occupation
..... Resident of..... is
mother/father of (Name of child)..... Date of Birth..... Submitting
my undertaking to the Head of the Institution for admission in Class I/II/III Vide KVS Admission Guidelines
2023)

- 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.....20.....

BEFORE ME

Explained and Identified by me,

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	Hard Copy (Print out) of the Online Application Form		
2	Birth Certificate (ORIGINAL)		
3	Residence Proof (Any of the proof issued by the government/government agency and in the name of either of the parents of the child – <i>in case rented house a rent agreement and electricity bill of the house owner</i>)		
4	Blood Group Certificate of Child		
5	Aadhar ID card of Child		
6	Self-Declaration of submission of correct information and documents		
7	Self-declaration about distance.		
8	Caste Certificate (SC/ST/OBC-NCL) – (Specify whether in the name of the child or parent in Remarks Column.		
9	Undertaking & Copy of Application (If Caste Certificate in the name of the Parent)		
10	Income & Asset Certificate for Claiming Economically Weaker Sections (EWS). issued by the competent authority (Income Certificate will not be accepted in lieu of this)		
11	BPL Card (Specify BPL Card no. in Remarks Column) Those claiming Below Poverty Line (BPL) should submit a valid and continued BPL card (It should be issued in the name of either of the parents only and the name of the child should be mentioned in that as a member of the family) – The BPL Card should be countersigned (During this Financial Year) by the competent Authority with a remark that at present _____ (Name of the Parent) and his/her family belongs to Below Poverty Line(BPL) – <i>Ration Card will not be accepted in lieu of BPL Card.</i>		
12	Handicapped Certificate from competent authority (Specify % of disability and type of handicapped 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 DDO/Head of the Office (ORIGINAL) (Specify in the Remarks column type of the employee as in column-7 of the certificate)		
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 31.03.2020 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 (Specify no. of transfers in Remarks Column)		
19	For Single Girl Child Affidavit (ORIGINAL) – (Specify the date of issue in Remarks Column)		
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.

Remarks of Verifying Officer:.....

Signature:

Name & designation:

I/C Admission

Counter Signed by the Principal

Note:

1. Any other documents as required by the admission committee as per the demand of the situation
2. The documents from Sl. No. 1 to 5 are compulsory for all and Sl.No. 6 to 17 are for the cases where applicable.