



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)

Name of Child: .....

Date of Birth (In Figure  
DD/MM/YYYY):

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In words..

.....Age as on

31.03.2023: Years..... Months..... Days.....

Father’s Name: .....

Mother’s Name: .....

(Parent’s Signature)

**(OTHER DETAILS OF STUDENT)**

Blood Group: ..... Sex: .....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 School .....Class.....

**(OTHER DETAILS OF PARENT)**

Details	Mother’s details	Father’s details
Occupation:		
Mobile no:		
E-mail ID:		
Residential Address:		
Permanent Address :		
Nationality :		
No. of transfer 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 : \_\_\_\_\_

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 : \_\_\_\_\_  
Place : \_\_\_\_\_

Signature of the Parent  
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 प्रसापरांत .....को 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 प्रविष्टियोंछात्र 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 is .....खंड /Volume No.....

दिनांक/Date.....

कार्यालय प्रभारी / Office In-charge

प्राचार्य/Principal

<b>CHECKLIST OF DOCUMENTS</b>			
<b>Fresh Admission</b>		<b>KV / ARMY TC</b>	
Admission 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	

**Service certificate (Central Government)**

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 \_\_\_\_\_

दिनांक \_\_\_\_\_

कार्यालयअध्यक्षकेहस्ताक्षर/signature of head of the office

पूरा नाम/Full Name \_\_\_\_\_

पद/Designation \_\_\_\_\_

(कार्यालय की मोहर/ Office stamp)

Complete address and Telephone No of Office \_\_\_\_\_

**Service certificate (State Government)**

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 \_\_\_\_\_

दिनांक \_\_\_\_\_

कार्यालयअध्यक्षकेहस्ताक्षर/signature of head of the office

पूरा नाम/Full Name \_\_\_\_\_

पद/Designation \_\_\_\_\_

(कार्यालय की मोहर/ Office stamp)

Complete address and Telephone No of Office \_\_\_\_\_

**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 (upto31.03.2021) 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.

**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 <b>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.</b> (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 VidyalayaAska. 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 : \_\_\_\_\_  
Place : \_\_\_\_\_

Signature of the Parent  
Mobile No : \_\_\_\_\_

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**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 Vide KVS Admission Guidelines 2021)

- 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 ( <b>ORIGINAL</b> )		
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 – <b><i>in case rented house a rent agreement and electricity bill of the house owner</i></b> )		
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 ( <b>Income Certificate will not be accepted in lieu of this</b> )		
11	BPL Card (Specify BPL Card no. in Remarks Column) Those claiming <b>Below Poverty Line (BPL)</b> should submit a valid and continued <b>BPL card</b> (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) – <b><i>Ration Card will not be accepted in lieu of BPL Card.</i></b>		
12	Handicapped Certificate from competent authority (Specify % of disability and type of handicapped in Remarks Column)		
13	Service Certificate & Certificate showing no. of transfers ( <b>ORIGINAL</b> ) (Specify category of employee i.e. state govt./central govt. etc in Remarks Column)		
14	Certificate from DDO/Head of the Office ( <b>ORIGINAL</b> ) (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 ( <b>ORIGINAL</b> ) – (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.