

### **DOCUMENTS REQUIRED FOR ADMISSION IN BALVATIKA 3, SESSION 2023-24**

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. Hard Coy (Print Out) of the Online Application Form
2. A coloured Passport size photograph of the Child.
3. Birth Certificate issued by the competent authority showing date of birth
4. Self Declaration of submission of correct information and documents
5. Proof of Residence (Any of the proof issued by the government/government agency and in the name of either of the parents of the child – ***in case rented house a rent agreement and electricity bill of the house owner***)
6. Self declaration about the distance of the residence from KV \_\_\_\_\_  
(The format may be downloaded from the Vidyalaya Website).
7. 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 to submit the certificate in the name of the child within 03 months from the date of admission.
8. OBC (Non-Creamy Layer) Certificate issued by the competent authority should not be older than one year.(The cut-off date is the date of admission)
9. 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**)
10. Those claiming **Below Poverty Line (BPL)** should submit a valid **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) – **Ration Card will not be accepted in lieu of BPL Card.**
11. Valid Handicapped Certificate issued by the competent authority – those claiming differently abled.
12. A Service Certificate showing the number of transfers during the preceding 7 years issued by the competent authority & Certificate from the DDO/Head of the Office showing the Pay particulars of the employee , the status of employment and nature of the establishment (Applicable only for Government employees) – should be in the prescribed format available in Vidyalaya website
13. For government employees – ID card issued by the employee/last month’s pay slip
14. 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.
15. Copy of Transfer Orders
16. For Single Girl Child – An affidavit from the Notary in the prescribed format available in Vidyalaya Website. (Not older than one year as on the date of admission)
17. 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 6 are compulsory for all and Sl.No. 7 to 16 are for the cases where applicable.
- b. Different Formats are available in School Website under the head “ADMISSION PROFORMA” in Pdf– may be downloaded for use.