

केंद्रीय विद्यालय क्र. २, संबलपुर, बुर्ला, ओडिशा
KENDRIYA VIDYALAYA NO.2, SAMBALPUR, BURLA, ODISHA

INSTRUCTIONS TO PARENTS for admission to Class- III, IV & V (2021-22)

The following points may please be noted:

1. The parents of all the provisionally selected candidates(from the First List) are hereby requested to show the following documents in proper sequence at the admission Counter (with glass barrier) in the Vidyalaya on the dates to be communicated to them and drop the whole bunch in the DROP BOX . Due to the pandemic situation, in the school premises, all the parents/ guardians have to follow the guidelines provided by Centre, state or local authority.
2. If the applicants/ parents fall under containment zone or are suffering from Covid-19 or have Covid-19 symptoms , please do not visit the school. Instead please inform the Vidyalaya. Such parents are requested to submit the scanned copies of all the required documents/ certificates along with scanned filled-in Admission Application form (Please download it from the school's website) in pdf format in child's name file via email to **kvsambalpur2admission@gmail.com** on or before 22April 2021 .
3. If documents are found correct on verification, a UBI Challan form with student ID will be sent to parents via mail for payment of fees. Parents are advised to pay the Fees online using the link <https://epay.unionbankofindia.co.in/kvfee/> , otherwise they can pay at any UBI branch. Parents have to send back receipt of UBI fees paid on the email **kvsambalpur2admission@gmail.com**.

List of Enclosures to be submitted in the following sequence

1. Completely filled **Original Admission application form.**(Please download it from Vidyalaya website)
2. **Original filled Registration Form** which had been sent by mail to Vidyalaya by parent
3. Copy of **Birth Certificate** of the child. (Original birth Certificate is only to be shown and will be returned)
4. **Original Transfer Certificate** issued by the school
5. **Local Address Proof** in Parent's name only (gas card/Nationalised Bank address / Electricity Bill etc)
6. Parent's service certificates in the form of **Certificate from Employer & Payslip** to be submitted in original. (Please download the Proforma of **Certificate from Employer** - for government employees only)
7. **Parent's Transfer details** to be submitted in original (please download the Proforma for transfer details - for government employees only)
8. **Caste Certificate** in the name of the child (If the child does not have the caste certificate in his/her name, then the certificate in the name of the parent will be considered. However they will be required to submit the caste certificate in the name of the child within three months of the child's admission.) (**OBC Non-creamy layer**) certificates should have been issued **on or after 01.04.2018.**
9. Two passport size coloured **photographs** of the child
10. **Blood group** certificate of the child.
11. **Aadhar Card** of the child/ parents. (If any).
12. Self Declaration by the Parents (please download the proforma)
13. Reimbursement claim or Not (for Cat-I and Cat-II Service Employees Only, please download the proforma)
16. Any other relevant Certificate Required if any.

DATES & TIMESLOTS OF SUBMISSION of ORIGINAL DOCUMENTS AND ADMISSION TO DIFFERENT CLASSES

| Class | Serial nos. as per the Provisional List | Date | Time Slots |
|------------|---|-------------------|--------------------------------|
| III | 1 to 15 | 22.04.2021 | 8.30 a.m.to 9.45 a.m. |
| IV | 1 to 15 | 22.04.2021 | 9.45 a.m.to 11.00 a.m. |
| V | 1 to 15 | 22.04.2021 | 11.00 a.m.to 12.15 a.m. |
| III | 16 to 32 | 23.04.2021 | 8.30 a.m.to 9.45 a.m. |
| IV | 16 to 33 | 23.04.2021 | 9.45 a.m.to 11.00 a.m. |
| V | 16 to 31 | 23.04.2021 | 11.00 a.m.to 12.15 a.m. |

NOTE: After the due date no parents/guardians can claim for admission of their wards. If the parents do not turn up for admission on the due dates , the candidates in the waiting list will be given chance for admission.

NOTE:

- 1.The Xerox copies of documents (i.e. the documents other than the original ones) need to be self-attested by parents
2. Documents such as Parent's **service certificates** , **Certificate from Employer & Payslip**, Parent's **Transfer details** must be submitted at the school **in original**.
3. All other original documents are to be submitted for verification only and will be returned after verification.
4. Kindly don't bring your Wards or Children to Vidyalaya for Admission. Entry of only ONE PERSON for each admission will be allowed.
5. A separate box (Drop Box) is setup where parents can put their documents in an envelope (after showing to helpdesk teacher/s) with Name of the Child, Class, and Registration Number of the Candidate written on it.
6. In view of the pandemic situation, all the parents are requested to bring their own envelope of A4 Size, Stapler, Gum & other required accessories for filling and putting the admission documents in the drop box.
7. Maintain SOP (Standard Operating Procedure) given by the Dist. /State / Centre Administration for COVID-19
8. Maintain social distance of at least 6 feet.
9. Sanitize your hand with Hand Sanitizer.
10. Wearing of Face Mask is compulsory.
11. Please allow yourself for Compulsory thermal screening at the entry point before entering the Vidyalaya.
12. Parents / Individuals with symptoms of cough, fever etc. will not be allowed to enter the Vidyalaya.
13. Entry is to be allowed only to those whose Aarogya Setu App shows green status.
14. Spitting is not allowed in the Vidyalaya Premises.
15. Co-operate with Vidyalaya Administration in smooth functioning of Admission during this Pandemic Situation.

Sd/ Principal

FORMAT OF ADMISSION APPLICATION FORM, SERVICE CERTIFICATE, TRANSFER CERTIFICATE, UNDERTAKING ETC ARE ATTACHED HEREWITH ON THE NEXT PAGE.

DECLARATION BY THE PARENTS

मैं एतद्वारा घोषणा करता/करती हूँ कि मेरे द्वारा दी गई उपर्युक्त सूचना मेरी जानकारी में सत्य है।

I hereby declare that the above information furnished by me are correct to the best of my knowledge.

मैं विद्यालय नियमों से प्रतिबद्ध रहूंगा/रहूंगी। I shall abide by the rules of the Vidyalaya.

Date.....

Signature of Parents

FOR THE OFFICE USE ONLY

1. 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 Incharge

2. सम्बद्ध कागजातों के निरीक्षणोपरांत एवम् शुल्क प्राप्तोपरांत कक्षा.....वर्ग..... में प्रवेश दे।

Please admit.....to class.....section.....after checking the relevant papers and realise the dues.

Date.....

PRINCIPAL

दाखिला दिया गया Admitted to Class.....Section.....

प्राप्त धन का विवरण

Details of amount received :

शुल्क रसीद संख्या

Fee Receipt No.....

प्रवेश शुल्क

Admission Fee.....

छात्र निधि

Pupils Fund.....

योग रु०

Total Rs.....

तिथि

Dated.....issued

शिक्षा शुल्क

Tuition Fee.....

विज्ञान शुल्क

Science Fee.....

निर्गत

कक्षा उपस्थिति पंजिका में नाम दर्ज किया गया।

Name has been entered in the Class Attendance Register.

Class Teacher

प्रमाणित किया जाता है कि समस्त प्रविष्टियां छात्र पंजिका में दर्ज की गई एवम् 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

खण्ड

है।

The S.R. No. of the student is.....Vol.....

Date.....

Office Incharge

FILE

Date.....

PRINCIPAL

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 _____

| | | |
|----|--|---|
| 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) | |
| 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: _____

स्थानांतरण संख्या प्रमाण-पत्र/CERTIFICATE OF NUMBER OF TRANSFERS

में, _____ (नाम) _____ (रैंक/पदनाम) _____ (कार्यालय),
 एतद द्वारा प्रमाणित करता/करती हूँ पिछले सात साल (31.03.2021 तक) में एक स्थान से दूसरे स्थान पर मेरे
 _____ (अंको व शब्दों में) स्थानांतरण हुए जिनका विवरण नीचे दिया गया है-
 I, _____ (Name) _____ (rank/ designation) of _____ (office), do
 hereby certify that during the past 7 years (up to 31.03.2021) I have been transferred _____
 times (in figures & in words) from one station to another, the details of which are given as under :-

| क्र. स. S. No. | कार्यालय/ यूनिट Office/Unit | स्थान Place | रैंक/पदनाम Rank/Designation | दिनांक/Date | | ठहरने की अवधि Period of stay | आदेश संख्या Order No. |
|-------------------|--------------------------------|----------------|--------------------------------|-------------|-------|---------------------------------|--------------------------|
| | | | | से/ From | तक/To | | |
| 1. | | | | | | | |
| 2. | | | | | | | |
| 3. | | | | | | | |
| 4. | | | | | | | |
| 5. | | | | | | | |
| 6. | | | | | | | |
| 7. | | | | | | | |

में जानता/जानती हूँ कि यदि उपरोक्त तथ्य गलत पाए गए तो मेरा बच्चा केन्द्रीय विद्यालय में प्रवेश के लिए अयोग्य हो जाएगा। I know that if the above-mentioned facts are found incorrect, my child will be disqualified for admission in Kendriya Vidyalaya.

माता/पिता के हस्ताक्षर
Signature of Parent

प्रतिहस्ताक्षर/Countersignature

में, _____ (नाम) _____ (रैंक/पदनाम) _____
 (कार्यालय), एतद द्वारा प्रमाणित करता हूँ कि उपरोक्त विवरण को कार्यालय-आलेखों से जाँच लिया गया है व सही पाया गया है।

I, _____ (name) _____ (rank/designation) of _____
 (unit/department) hereby certify that the particulars given in above have been authenticated by the records held in the office and found correct.

स्थान/Place _____
 दिनांक/Date _____

कार्यालय अध्यक्ष के हस्ताक्षर
 (नाम, पद और कार्यालय की मोहर सहित)
 Signature of Head of the Office
 (With Name, Designation and Office Stamp)

कार्यालय का पूर्ण पता एवं दूरभाष संख्या _____
 Complete address and Telephone No. of office _____

टिपणी/Note-

एक स्थान पर ठहरने की अवधि कम से कम छह मास होनी चाहिए।
 Period of posting/stay at a place should be minimum six months.

SELF-DECLARATION FORMAT

I _____, Father / Mother of Master/ Miss _____
_____ age _____ years, resident of _____
_____ (complete address), do hereby declare that the
information given in admission form of the admission in Kendriya Vidyalaya, _____
_____ 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 will be deemed cancelled and I will
be liable to Punishment as per guidelines of KVS and the benefit accrued to me or my ward shall be
summarily cancelled.

Date:

Place:

Signature of the Parents / Guardian

.....

Declaration For Reimbursement

I Mr./Mrs. _____ F/O / M/O _____

seeking admission in class _____ at KV No.2 Sambalpur, Burla do here by declare
that I claim / do not claim reimbursement of fees i.r.o my child from my office.

Date:

Signature: _____

Time:

Name: _____