

## **KENDRIYA VIDYALAYA NO.2, SAMBALPUR, BURLA, ODISHA**

### **INSTRUCTIONS TO PARENTS FOR ADMISSION TO CLASS-I**

For Admission to Class-I for 2023-24 , the following points may please be noted:

1. The parents of all the provisionally selected candidates ( from the First List) are hereby requested to download the Admission application form , fill it properly and submit it along with all the required documents in proper sequence at the admission Counter in the Vidyalaya on the dates communicated to them.

2. If documents are found correct on verification, a UBI Challan form with student ID will be given to parents for payment of fees. Parents are advised to pay the Fees online on the same date using the link <https://epay.unionbankofindia.co.in/kvfee/> , otherwise they can pay at any UBI branch/school help desk

### **DATES & TIMESLOTS OF SUBMISSION OF ORIGINAL DOCUMENTS AND ADMISSION TO CLASS-I**

SL NO.	CATEGORY	DATE OF VERIFICATION , SUBMISSION OF DOCUMENTS AND ADMISSION
1	ALL PROVISIONALLY SELECTED	24.04.2023 FROM 8AM TO 10 AM

### **THE FOLLOWING DOCUMENTS ARE REQUIRED FOR SUBMISSION**

1. **Print out copy** of the online registration form
2. Filled in Application for Admission form
3. **Birth Certificate** of the child ( Original Birth certificate needs to be shown only for verification)
4. Parent's **CERTIFICATE FROM THE EMPLOYER** & **Payslip** to be submitted in original. (Please download the Proforma of **CERTIFICATE FROM THE EMPLOYER**- for government employees only)
5. Parent's **Transfer details** to be submitted in original (please download the Proforma for transfer details - for government employees only)
6. **Address Proof** & **ID proof** of the parent.
7. Declaration of **distance**. (Please download the Proforma)
8. **Caste Certificate** in the name of the child (If the child is not having 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.)

9. **Affidavit from the executive magistrate** – To be submitted in original In case of child selected for admission under **Single Girl Child** quota.
10. **Blood group** certificate of the child.
11. xerox copy of **Aadhar Card** of the child (If any).
12. Two **passport size coloured photographs** of the child.
13. **Self declaration of parent**
14. **Reimbursement form** ( For Service Category -I and II only )
15. **DISABILITY CERTIFICATE OF THE CHILD** in case of DA candidates

**NOTE:** 1. One set of the above mentioned documents to be submitted at the school if the child is provisionally selected. ( Xeroxed & self-attested)

2. Documents such as Parent's **CERTIFICATE FROM THE EMPLOYER & Payslip**, Parent's **Transfer details** and

**Affidavit from the executive magistrate** (For single girl child) to be submitted at the school **in original**.

3. **O**Original documents like Birth Certificate, ID cards, Caste Certificate and Aadhar Cards need to be produced for verification only and will be returned after verification.

4. **OBC (Non-creamy layer)** certificates should have been issued **on or after 01.04.2020**

**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.**

Co-operate with Vidyalaya Administration in smooth functioning of Admission during this Pandemic Situation.

Sd/ Principal

**केन्द्रीय विद्यालय**  
**Kendriya Vidyalaya No.2**  
**Sambalpur**

**प्रवेश के लिए प्रार्थनापत्र**  
**APPLICATION FOR ADMISSION**

क्रम सं० Sr. No.....

1. विद्यार्थी का पूरा नाम Name of Student.....
2. ईस्वी संवत् में जन्म-तिथि (अंकों में)  
Date of Birth (in figures).....
3. आयु (प्रसंगाधीन वर्ष की 1 अप्रैल को) वर्ष                      माह                      दिन  
Age (as on 1st April of the year)    Year.....    Month.....    Days.....
4. राष्ट्रियता Nationality.....
5. माता-पिता का ब्यौरा : माता                                              पिता  
Details of Parents : Mother.....                                              Father.....
  - (i) पूरा नाम Full Name.....
  - (ii) व्यवसाय Occupation .....
  - (iii) कार्यालय का नाम, पूरा पता व दूरभाष संख्या  
Name of office and full address with Tel. No.....
  - (iv) पूर्ण आवासीय पता व दूरभाष संख्या  
Full residential address with Tel. No.....
  - (v) मूल वेतन सम्बद्ध वर्ष की 1 अप्रैल को  
Basic pay as on 1st April of the year
  - (vi) प्रसंगाधीन वर्ष के 31 मार्च तक  
पिछले 7 वर्षों में हुए स्थानान्तरणों की सं०  
No. of transfers during last 7 years
  - (vii) माता-पिता की श्रेणी Category of parent
6. स्थानीय अभिभावक का पता (यदि हो)  
Name & address of local guardian (if any) .....
7. अन्तिम विद्यालय जहां पढ़ा हो  
Name & address of the school last attended with class.....
8. क्या यह केन्द्रीय विद्यालय था या मान्यता प्राप्त/अमान्यता प्राप्त विद्यालय था  
Whether it was a Kendriya Vidyalaya, Recognised/Unrecognised School .....
9. विगत परीक्षा परिणाम Result of last examination .....
- अंकों का प्रतिशत 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.....
12. क्या स्थानान्तरण प्रमाण-पत्र संलग्न है? हां/नहीं  
Whether the transfer certificate is attached ? Yes.....No.....
13. स्थानान्तरण प्रमाण-पत्र की संख्या व तिथि  
No. & Date of transfer certificate.....
14. मातृ भाषा Mother tongue..... गृह नगर Home town.....
15. क्या विद्यार्थी अनुसूचित जाति/जनजाति से है ?  
Whether the student belongs to Scheduled Caste/Tribe.....

P.T.O.

## 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) of 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 <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. (To be written clearly)</b>	
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	<b>Please write any one of the following which is applicable i.r.o. the child for whom admission is sought</b>  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: \_\_\_\_\_

**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: \_\_\_\_\_

**DISTANCE DECLARATION BY THE PARENT**

I hereby declare that my son/daughter is residing in my own house/ rented house/ Guardian's residence as per the address mentioned below and the distance from the place of his/her residence to Kendriya Vidyalaya No.2, Sambalpur, Burla is about ..... Kilometers.

Name & Complete Address of Residence with Phone no./Mobile no.

.....

.....

.....

.....

This is true to the best of my knowledge.

Date:.....                      Signature of the Parent .....

-----



**स्थानांतरण संख्या प्रमाण-पत्र/CERTIFICATE OF NUMBER OF TRANSFERS**

मैं, \_\_\_\_\_ (नाम) \_\_\_\_\_ (रैंक/पदनाम) \_\_\_\_\_ (कार्यालय),  
 एतद द्वारा प्रमाणित करता/करती हूँ पिछले सात साल (31.03.2023 तक) मैं 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 31.03.2023) 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.							

मैं 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**

मैं, \_\_\_\_\_ (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.

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

स्थान/Place \_\_\_\_\_

दिनांक/Date \_\_\_\_\_

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.