

Website: [kvboudh.org.in](http://kvboudh.org.in)

केन्द्रीय विद्यालय ढ

पो - बौद्ध (७६२०१४)

जिला - बौद्ध

स्थापना - २००७

(मानव संसाधन विकास मंत्रालय भारत सरकार के अर्ध )



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KV Code: 2065, Stn. Code: 596, Region Code: 04

& ☎ (06841) 223222

**KENDRIYA VIDYALAYA BOUDH**

PO: Boudh – 762014

Distt. Boudh (Odisha)

Estt. 2007

(Under Min. of HRD, Govt. of India)

DT.27/03/2018

**DOCUMENTS REQUIRED FOR ADMISSION IN CLASS-I, SESSION 2018-19**

The following documents are to be submitted in original along with self attested copies. Some of the original documents will be returned after verification.

1. Hard Copy (Print Out) of the Online Application Form
2. Birth Certificate showing date of birth
3. Proof of Residence (Any of the proof issued by the government/government agency and in the name of the parent of the child)
4. Self declaration about the distance of the residence from KV Boudh (The format may be downloaded from the Vidyalaya Website)
5. SC/ST Certificate issued by the competent authority (Certificate in the name of the parent may be accepted) – 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 (The format may be downloaded from the Vidyalaya Website)
6. OBC (Non-Creamy Layer) Certificate issued by the competent authority – should not be older than one year i.e. it should be issued on or after 01.04.2017 (It should be in the name of the child for whom admission is sought, certificate in the name of the parent will not be accepted) – SEBC Certificate will not be accepted in lieu of OBC Certificate
7. EWS/BPL Card (Should be in the name of the parent only) – Ration Card (AGRADHIKAR PARIBAR), NFSA Card will not be accepted in lieu of BPL Card.
8. Valid Handicapped Certificate issued by the competent authority – those claiming differently able
9. 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 (Applicable only for Government employees) – should be in the prescribed format available in Vidyalaya website
10. For government employees – ID card issued by the employee/last month's pay slip/service book (front page) duly signed by the Head of the office.
11. For Ex-Service Man – Transfer details counter signed by the Zilla Sainik Board or any competent authority (Format available in Vidyalaya website) , copy of the ID of ex-Service man
12. Copy of Transfer Orders
13. For Single Girl Child – An affidavit from the first Class Executive Magistrate (Not older than one year)
14. Any other documents as required by the admission committee as per the demand of the situation

NOTE: the documents from Sl. No. 1 to 4 are compulsory for all and Sl.No. 5 to 15 are for the cases wherever applicable.

PRINCIPAL

## VERIFICATION OF DOCUMENTS

### **PART-A (Details of the Child)**

1. Name of the Child : \_\_\_\_\_
2. Class to which admission sought : I (Class One)
3. Session : 2018-19
4. Enrolment Id : \_\_\_\_\_
5. Selected under the category of: RTE/Unreserved/SC/ST/OBC (NCL)/DA
6. Selected under Service Category : \_\_\_\_\_
6. Serial Number in the Selection List : \_\_\_\_\_

### **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		
3	Residence Proof		
4	Self declaration about distance		
5	Caste Certificate (SC/ST/OBC-NCL) –(Specify whether in the name of the child or parent in Remarks Column)		
6	Undertaking (If Caste Certificate in the name of the Parent)		
7	Income Certificate for Claiming EWS (Specify the amount of Annual income and date of issue of the certificate in Remarks Column)		
8	BPL Card (Specify BPL Card no. in Remarks Column)		
9	Handicapped Certificate (Specify % of disability and type of handicapped in Remarks Column)		
10	Service Certificate & Certificate showing no. of transfers (ORIGINAL) (Specify category of employee i.e. state govt./central govt. etc in Remarks Column)		
11	Certificate from DDO/Head of the Office (ORIGINAL) (Specify in the Remarks column type of the employee as in column-7 of the certificate)		
12	Employee ID card/Last month's pay slip (Specify Employee Code in Remarks Column)/ Front page of Service Book duly signed by the Head of the office		
13	Transfer Orders (Specify number of transfers in preceding 7 years as on 31.03.2017 in the remarks column)		
14	For Ex-Service Man ID proof/Discharge Book (Specify the date of discharge in Remarks Column)		
15	For Ex-Service Man Certificate of transfers counter signed by the Authority (Specify no. of transfers in Remarks Column)		
16	For Single Girl Child Affidavit (ORIGINAL) – (Specify the date of issue in Remarks Column)		
17	Undertaking of submission of correct information and documents		
18	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. (Specify whether admission is approved or rejected in Remarks Column)

Verifying Officer -1

Verifying Officer-2

Verifying Officer -3

Remarks:

Signature:

Name & design. :  
I/C Admission

Counter Signed by the Principal

## **UNDERTAKING**

### **(Furnishing Information and submission of documents)**

I \_\_\_\_\_(Name of the Parent) do hereby declare that all the information provided by me at the time of applying for admission in to Class-I for the session 2018-19 in Kendriya Vidyalaya Boudh in respect of my Son/Daughter \_\_\_\_\_ (name of the Child) which are in the print out of the online admission form submitted by me are true and correct to the best of my knowledge and belief. I also undertake that the entire documents submitted by me at the time of admission are authentic and correct. If at any time any of the information and/or documents submitted by me are found to be incorrect/false the admission of my Son/Daughter will be cancelled forthwith and I shall be liable for legal action accordingly.

***Submitted to:***

The Principal  
Kendriya Vidyalaya  
Boudh

Name of the Child for whom admission is sought : \_\_\_\_\_

Class for which Admission is sought : I (Class One)

Registration No. : \_\_\_\_\_

Selected under the Category of (Pl. Mark Tick) : RTE/SC/ST/OBC  
(NCL)/DA/General/SGC

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

Date : \_\_\_\_\_

Signature of the Parent

Name : \_\_\_\_\_

Mobile No : \_\_\_\_\_

**SELF DECLARATION (Distance  
between residence and School)**

I \_\_\_\_\_(Name of the Parent) do hereby declare that my present residential address which is given below is situated at a distance of \_\_\_\_\_km/s from K V Boudh.

**Present Residential Address:**

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Name of the Child for whom admission is sought : \_\_\_\_\_

Class for which Admission is sought : I (Class One)

Registration No. : \_\_\_\_\_

Selected under the Category of (Pl. Mark Tick) : RTE/SC/ST/OBC  
(NCL)/DA/General/SGC

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

Date : \_\_\_\_\_

Signature of the Parent

Name : \_\_\_\_\_

Mobile No : \_\_\_\_\_

## **UNDERTAKING**

### ***(Submission of SC/ST/OBC Certificate)***

I \_\_\_\_\_ (Name of the Parent) do hereby declare that I will submit the Caste Certificate ((SC/ST/OBC (Non Creamy Layer) issued by the competent authority in the name of my child \_\_\_\_\_ (Name of the Child) within 03 (Three) months from the date of admission. If I fail to submit the same in the name of my child within this period then I shall have no objection if admission of my Son/Daughter is cancelled.

***Submitted to:***

The Principal  
Kendriya Vidyalaya  
Boudh

Name of the Child for whom admission is sought : \_\_\_\_\_

Class for which Admission is sought : I (Class One)

Registration No. : \_\_\_\_\_

Selected under the Category of (Pl. Mark Tick) : RTE/SC/ST/OBC  
(NCL)/DA/General/SGC

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

Date : \_\_\_\_\_

Signature of the Parent

Name : \_\_\_\_\_

Mobile No : \_\_\_\_\_

**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 Vidyalaya Boudh.

01	Name of the Child to be admitted (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	Whether Permanent/Regular/Temporary/Contractual/ Part Time/ Adhoc/Daily Wage Basis/Casual (Should 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.</b> (Should be written clearly)	
09	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 : _____
10	Whether the employee is drawing the consolidated pay	YES / NO

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

Date: \_\_\_\_\_

Signature of the Certifying Authority with Sea

Office Seal

Complete Address of the Office:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Telephone Number: \_\_\_\_\_

**(CENTRAL GOVERNMENT)**

Certified that Sri/Smt. \_\_\_\_\_ is working as a regular/permanent/temporary/contractual/part time/casual employee in the capacity of \_\_\_\_\_ in this office/Ministry/under the Ministry of \_\_\_\_\_ government of India. He/She is an employee of Defence Service/CRPF/BSF/NSG/SPG/CISF/Central Govt./Central Govt. Autonomous body/Central govt. PSU fully financed/partially financed by the Central Govt. His/her services are non-transferable / transferable anywhere in India.

**Complete Address and telephone No. of the Office**

\_\_\_\_\_  
\_\_\_\_\_

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

Signature of Head of the Office

Date: \_\_\_\_\_

(with Name, Designation and Office Stamp)

**CERTIFICATE OF NUMBER OF TRANSFERS**

I \_\_\_\_\_ (Name) \_\_\_\_\_ (rank /designation) of \_\_\_\_\_ (Name of the Office), do hereby certify that during the past 7 years (Up to 31.03.2018) I have been transferred \_\_\_\_\_ times (In figures & in words) from one station to another. ***(If the distance between the form 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)***. The details of which are given as under:

Sl. No.	Transferred		Stay in the place from where transferred		Distance (in KM)	Period of Stay (in month)	Transfer Order No.	Rank/Designation at the time of transfer
	From (Place)	To (Place)	Duration from (Date)	Duration to (Date)				

I know that if the above mentioned facts are found incorrect, my child will be disqualified for admission in Kendriya Vidyalaya.

Signature of the Parent

**COUNTER SIGNATURE**

I, \_\_\_\_\_ (Name) \_\_\_\_\_ (Rank/Designation) of \_\_\_\_\_ (Name of the Office/Unit/Department) hereby certify that the particulars given in above have been authenticated by the records held in the office and found correct.

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

Signature of Head of the Office

Date: \_\_\_\_\_

(with Name, Designation and Office Stamp)

**(STATE GOVERNMENT)**

Certified that Sri/Smt. \_\_\_\_\_ is working as a regular/permanent/temporary/contractual/part time/casual employee in the capacity of \_\_\_\_\_ in this office /Ministry /under the Ministry of \_\_\_\_\_ government of \_\_\_\_\_.

He/She is an employee of State Govt. / State Govt. Autonomous body/State Govt. PSU fully financed by the State Govt./partially financed by the state Govt. His/her services are non-transferable / transferable anywhere in \_\_\_\_\_.

**Complete Address and telephone No. of the Office**

\_\_\_\_\_  
\_\_\_\_\_

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

Signature of Head of the Office

Date: \_\_\_\_\_

(with Name, Designation and Office Stamp)

**CERTIFICATE OF NUMBER OF TRANSFERS**

I \_\_\_\_\_ (Name) \_\_\_\_\_ (rank /designation) of \_\_\_\_\_ (Name of the Office), do hereby certify that during the past 7 years (Up to 31.03.2018) I have been transferred \_\_\_\_\_ times (In figures & in words) from one station to another. ***(If the distance between the form 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)***. The details of which are given as under:

Sl. No.	Transferred		Stay in the place from where transferred		Distance (in KM)	Period of Stay (in month)	Transfer Order No.	Rank/Designation at the time of transfer
	From (Place)	To (Place)	Duration from (Date)	Duration to (Date)				

I know that if the above mentioned facts are found incorrect, my child will be disqualified for admission in Kendriya Vidyalaya.

Signature of the Parent

**COUNTER SIGNATURE**

I, \_\_\_\_\_ (Name) \_\_\_\_\_ (Rank/Designation) of \_\_\_\_\_ (Name of the Office/Unit/Department) hereby certify that the particulars given in above have been authenticated by the records held in the office and found correct.

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

Signature of Head of the Office  
(with Name, Designation and Office Stamp)



