



पीएम श्री केन्द्रीय विद्यालय, ब्रह्मपुर (ओडिशा)

पो: आम्बापुआ, ब्रह्मपुर, जिला-गंजाम, ओडिशा-७६००११

PM SHRI KENDRIYA VIDYALAYA, BERHAMPUR (ODISHA)

PO: AMBAPUA, BERHAMPUR, Dist.-GANJAM, ODISHA-760011

(An Autonomous Body Under Ministry of Education, Government of India)

Website: <https://berhampur.kvs.ac.in>, Email: kvberhampur@kvberhampur.in

KV Code: 1144, Stn.Code:91, CBSE School Code: 19098, Affiliation No: 1500001, UDISE: 21192502603, Estd.: 1967



Date: 30.03.2024

ADMISSION TO BALVATIKA-III (PRE-PRIMARY) (2024-25)

PM SHRI KV BERHAMPUR invites application through **OFFLINE MODE** for admission of students in **Balvatika-III** for the academic year 2024-25. The details of the registration are as under:

1. Registration Opens : 01.04.2024 (Monday) 10:00 am onwards
2. Registration Closes : 15.04.2024 (Monday) 05:00 pm
3. Registration Form Submission : 11:00AM to 01:30 PM (At the Vidyalaya Office/ Help Desk)
4. Eligibility Age Criteria :

CLASS	AGE (AS ON 31 ST MARCH 2024)
Balvatika-III	5 years but less than 6 years of age (i. e. the child should be born on or in between 01.04.2018 to 31.03.2019) *Child born on 1st April will also be considered

5. DOCUMENTS REQUIRED TO REGISTRATION FOR ADMISSION:

- a. Fill in Registration Form (As *Annexure - A*) in **CAPITAL LETTERS** only.
- b. Self-Attested copy of the Date of Birth (DOB) Certificate of the child issued by the competent authority. Original to be submitted at the time of admission for verification.
- c. Self-Attested copy of the certificate issued by competent authority for SC/ST/Differently-abled/OBC-NCL (*Non-creamy layer* certificates should have been issued *on or after 01.04.2021*) /EWS*/BPL* if applicable (for admission under RTE) in the name of the **child** along with original for verification.
- d. Two recent passport-size photographs of the child.
- e. Proof of residence (Voter ID/Bank Passbook/Gas Connection/recent Telephone or Electric Bill etc.)
- f. An Undertaking by the parent stating the distance from residence to the school, which is mandatory for admission in the RTE category. As per RTE act, the radial distance from the school to the residence should be less than or equal to 5 kms.
- g. For Central/State Govt. employees, a copy of the Service certificate of the parents issued by competent authority in the prescribed format (As *Annexure B & Annexure - D*), recent paid slip (pay slip) of last 2 Months, front page of the service book duly attested by DDO, which can be sent for verification (if required). Further, to supplement the claim, a copy of the appointment order/Regular Order/NPS statement /any other formats (if required) duly attested by DDO may be required for the proof of the service/service category.
- h. For Ex-service man, a copy of the discharge book/ PPO/ Ex-service man identity card issued by Zilla Sainik Board where residential address is clearly mentioned can be submitted.
- i. In case of the Govt employees, the details of transfers during the last 7 years (**01 Apr 2017 onwards**) are duly signed by the competent authority in the prescribed format (As *Annexure C*). *Deputation may not considered as Transfer.
- j. Self-attested copy of the Aadhaar Card of the Child.
- k. Clinical proof of Blood Group with RH Factor.
- l. For Differently Abled candidates, a copy of the Disabled/PH Certificate issued by the competent authority. Original to be produced for verification.

For detailed information, please visit our website: <https://berhampur.kvs.ac.in>

Mere submission of registration form does not confer the right to admission. The selection of the students will be done as per the KVS Admission Guideline 2024-25.

Admission secured on the basis of any wrong certificate shall be cancelled by the Principal forthwith and no appeal against such action of the Principal shall be entertained.

SD/-
PRINCIPAL



Annexure A

REGISTRATION FORM FOR ADMISSION IN "PM SHRI KV BERHAMPUR" SESSION: 2024-25

*** यहां दर्ज की गई जानकारी को सबमिट करने के बाद संशोधित नहीं किया जा सकता।

*** Information entered here cannot be modified after submitting. *Always refer KVS Admission Guideline: 2024-25.

(For Office use only)

Reg. No: _____ Class: _____ Adm. Cat: _____ No. Transfer: _____

Gen/ SC/ST/OBC-NCL: _____ EWS/BPL: _____ DA: _____ RTE: _____

A recent passport size photograph to be attached

☞ WhatsApp No. of the Parent: _____

☞ Active Mobile No. of the Parent: _____

1.	CLASS APPLIED / कक्षा के लिए आवेदन:	BALVATIKA-III		
2.	बच्चे का पूरा नाम / Full Name of the child :			
3.	जन्मतिथि / Date of Birth (in figure) :			
4.	जन्मतिथि / Date of Birth (in words) :			
5.	आयु/Age as on 31.03.2024:	Years	Months	Days
6.	लिंग / Gender (Male /Female/Third Gender):			
7.	परिवार का आय / वर्ग-Family Income Group (EWS*/BPL*) :			
8.	दिव्यांग / Differently Abled /PH (Yes/No) :			
9.	जाति वर्ग / Caste Category : (SC/ST/OBC (NCL) /GEN)	Applied for RTE (Yes/No) : _____		
10.	बच्चे का आधार क्रमांक यदि उपलब्ध है / Aadhar Number (if available) :			
11.	रक्त समूह / Blood Group :	धर्म / Religion : _____		

DETAILS OF PARENTS		Mother's Details	Father's Details
12.	पूरा नाम / Full Name :		
13.	राष्ट्रीयता / Nationality :		
14.	घर का पता / Residential Address :		
15.	विद्यालय से दूरी / (में .मी.कि) Distance from KV (in KM) :		
16.	व्यक्तिगत मोबाइल नंबर / Personal Mobile Number :*		
17.	व्यवसाय / Occupation :		
18.	संस्था का नाम / Organization:		
19.	कार्यालय का पता / Official Address:		

20	व्यक्तिगत ईमेल पता / Per. Email : Father : Mother:	
21.	अभिभावक मे पिता दादा / मां / दादी का चुनाव करे जिनकी / सेवा श्रेणी एवं स्थानांतरण के आधार पर प्रवेश का निर्णय Select the parent whose Service Category and Transfers are to be considered for Admission :	<input type="checkbox"/> Father <input type="checkbox"/> Mother
22.	सेवा श्रेणी Service Category of the parent: (1/2/3/4/5). 1- Central Govt./ Ex- Servicemen* 2. Central Govt. Auto./PSU* 3. State Govt.* 4. State Govt. Auto.* 5. Private / Others	*Refer KVS Admission Guideline 2024-25 & onwards.
23.	यदि चयनित माता दादी का पिछले-दादा / पिता-7 वर्षों में स्थानांतरण हुआ है? / Whether parent has been transferred in last 7 years from 01 Apr 2017 onwards:	<input type="checkbox"/> YES <input type="checkbox"/> NO
24.	If Yes, Number of transfers in Last 7 years. Duly signed Annexure C is to be attached in such case.	*Refer KVS Admission Guideline 2024-25 & onwards.
25.	मूल बेतन / Annual income :	

* Subject to Verification of the Documents as per the KVS Admission Guideline / Circulars:

मैं एतद्वारा घोषणा करता हूँ कि मैंने केवीएस प्रवेश दिशानिर्देश 2024-25 को पढ़ और समझ लिया है। पंजीकरण फॉर्म में मेरे द्वारा प्रदान की गई सभी जानकारी मेरी सर्वोत्तम जानकारी और विश्वास के अनुसार सत्य, पूर्ण और सही हैं। मैं यह भी घोषणा करता हूँ कि बाद में, यदि कोई दस्तावेज या जानकारी अमान्य/असत्य/गलत पाई जाती है, तो मेरे बच्चे का प्रवेश केंद्रीय विद्यालय प्राधिकरण द्वारा बिना कोई कारण बताए रद्द कर दिया जाएगा और मैं प्रवेश के नियमों, विनियमों और प्रक्रियाओं का पालन करने के लिए सहमत हूँ। केन्द्रीय विद्यालय में, यदि पेशकश की जाती है तो प्रवेश के समय मूल दस्तावेजों को स्कूलों में प्रस्तुत करना आवश्यक है।

I hereby declare that I have read and understood the KVS admission guidelines 2024-25. All information provided by me in the registration form are true, complete and correct to the best of my knowledge and belief. I also declare that later, if any documents or information being found invalid/untrue/incorrect, the admission of my ward will be cancelled by the Kendriya Vidyalaya Authority without assigning any reasons thereof and agree to abide by the rules, regulation and procedures of admission in Kendriya Vidyalaya. The original documents are required to be presented to the schools at the time of admission, if offered.

दिनांक /Date: _____

माता / अभिभावक का हस्ताक्षर / पिता /Signature of the Father / Mother / Guardian

पूरा नाम /Full Name : _____

संलग्न दस्तावेजों की सूची /List of Documents to be attached/ Check List (by Office only):

1.	Registration Form [as Annexure-A]	
2.	Date of Birth Certificate (Self Attested)	
3.	Photograph	
4.	Service certificate/Ex-Serviceman [as Annexure-B]/ Appointment Letter (if Govt. Servant)	
5.	Copy of recent pay slip / Appointment Order* and the front page of service book (if Govt. Servant) *** Must be Certified/Attested by DDO	
6.	Transfer Format by the competent authority [Annexure-C] (if Govt. Servant)	
7.	Service Certificate (Common for Central & State Govt) [as Annexure-D]	
8.	Residence Proof with Self-declaration residence Format (RTE*) [as Annexure E]	
9.	Self-Declaration and Self-Declaration Format for Documents Submission [as Annexure F]	
10.	Proof of certificate in case of SC/ST/OBC (Non Creamy Layer)	
11.	EWS*/BPL* (with name of the Father)	
12.	PH / DA Certificate	
13.	ID Proofs/Aadhaar of Parents and Child* (*if any)	

ACKNOWLEDGEMENT

S. No. _____ पंजीकरण संख्या / REGD NO. _____

I received an application from Shri/Smt. _____ for the registration of her
/his son / daughter _____ for admission to class _____ .

तिथि/Date:/04/2024

Office / Admission I/c

SERVICE CERTIFICATE (STATE GOVT.)

Certified that Shri/Smt (Designation) is working as a **regular employee** in the office /Department of He/ She is a **regular employee** of **State Govt. /State Govt. Autonomous Body/ Public Sector undertaking fully financed by Govt.** and his/her services are **nontransferable/transferable** anywhere in the State.

Complete Address:

Telephone No. of office:

Signature of Head of the Office/DDO

Name:

Date:

Designation:

Place:

Contact No:

(Office Stamp)

Note*:

Please strike out whichever is not applicable before the signature of the Head of the Office / DDO.

SERVICE CERTIFICATE (CENTRAL GOVT.)

Certified that Shri/Smt (Designation) is working as a **regular employee** in the office /Ministry of He/ She is a **regular employee** of **Defence/CRPF/BSF/NSG/SPG/CISF/Central Govt. /Central Govt. Autonomous Body/ Public Sector undertaking fully financed by Govt.** and his/her services are **nontransferable/transferable** anywhere in India.

Complete Address:

Telephone No. of office:

Signature of Head of the Office/DDO

Name:

Date:

Designation:

Place:

Contact No:

(Office Stamp)

Note*:

Please strike out whichever is not applicable before the signature of the Head of the Office / DDO.

CERTIFICATE OF NUMBER OF TRANSFERS

I, (name) (Rank/ designation) is a **Permanent employee** of
 (complete office address). The Transfer details of the employee during the past 7 years (from 01.04.2017 onwards) as per the service records is furnished as under:

Note: An employee would be treated as transferred only if he/she has been transferred (during the past 7 years) by the competent authority from one place to another place which is at a distance of at least 20 kms and minimum period of stay at a place should be 6 months (180 days). Deputation may not be considered as Transfer.

SN.	Place of Posting (Transfer From)	Dates of Stay		Period of stay in Months	Transferred to: (Place)	Distance between two Places (KM)	Office Order No.
		From (dd-mm-yyyy)	To (dd-mm-yyyy)				
1							
2							
3							
4							
5							
6							
7							
8							
9							

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

Signature of Head of the Office/DDO

Name:

Date: Designation:

Place: Contact No:.....

(Office Stamp)

Note*: 1. Please strike out whichever is not applicable before the signature of the Head of the Office / DDO.
 2. Admission secured on the basis of any wrong certificate/documents shall be cancelled by the Principal forthwith and no appeal against such action of the Principal shall be entertained.

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 BERHAMPUR

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: _____

DISTANCE DECLARATION BY THE PARENT

I Father/Mother of

hereby declare that my son/daughter is residing in my own house/ rented house/ Guardian’s residence as per the address mentioned below:

(Name & Complete Postal Address of Residence with Phone no./Mobile no.s)

.....
.....

The distance of the above residence is km from PM Shri Kendriya Vidyalaya Berhampur.

Date:

Signature of the Parent

DISTANCE DECLARATION BY THE PARENT (FOR RTE* APPLICANTS ONLY)

I Father/Mother of

hereby declare that my son/daughter is residing in my own house/ rented house/ Guardian’s residence as per the address mentioned below:

(Name & Complete Postal Address of Residence with Phone no./Mobile no.s)

.....
.....
.....

The distance of the above residence is KM from Kendriya Vidyalaya Berhampur. I am fully aware that the distance of 5 KM is a mandatory criterion for admission under RTE, therefore I state that If the information about the distance is found to be wrong/incorrect, I will not claim the right to admission under RTE.

Date:.....

Signature of the Parent

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 Berhampur** 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 legal action as per guidelines of KVS and any benefit accrued to me or my ward shall be **summarily** cancelled.

Date: _____

Place: _____

Signature of the Parent / Guardian

Self-Declaration Format for Documents Submission

I _____, Father/Mother/of Master/Miss _____
 age _____ years , resident of _____

_____(COMPLETE ADDRESS) hereby declare that I will submit/verify all the following documents with original at the time of admission.

1. _____
2. _____
3. _____
4. _____
5. _____

If I am not be able to submit/verify the documents with originals in due time/date, then the admission of my ward will be cancelled and I will be liable for legal action as per the KVS admission and benefit accrued by me or my ward shall be summerly cancelled.

Date:

Place:

Signature of the Parent/Guardian