

LIST OF DOCUMENTS

1) Birth Certificate:

(a). For children whose permanent address lies in a municipal area, Form No 5 obtained from Mee-Seva will only be treated as DOB certificate.

(b). For children whose permanent address lies in a Form No 9 obtained from Gram Panchayat will only be treated as DOB certificate. **Except this no other documents like “community and Date of Birth certificate” or Aadhar will be treated in this regard.**

2) Caste certificate:

- It should be in the name of child only.
- Parents are requested to submit the caste (SC/ST) in the name of their child only also the name of the child, name of parents should be same as in DOB certificate.
- **For OBC certificate the certificate should be in the format prescribed by Govt of India. BC-A, BC-B, BC-C, BC-D, EBC certificate will not be considered as valid for admission under OBC category.**

3) Aadhar Card: The name of child, the name of Father and Mother should be same in Aadhar card and DOB certificate. If it is not same, then kindly get it corrected and then upload.

4) Income Certificate:

- Income certificate should be in the name of child's parent and also mentioning child's name as per the format given.
- It should not be in the name of a child.

5) Residence certificate:

(a). For category V, Residence certificate obtained from Mee-Seva supported with copy of ration card in which child name should be mentioned will be accepted.

(b). For Govt Employee, the Residence certificate of present residence and Permanent residence certified by their DDO/concerned office will be treated as Residence proof.

(c) Those parents who are working in Armed forces & Paramilitary forces and are posted in Non-family station where nearby No K.V. is available have to provide the certificate of present Address of Adilabad & permanent Address from their head of Organisation where they are presently posted.

6) Blood Group: Blood group report of a child obtained from any Hospital, blood center has to be submitted.

7) Distance Certificate: **For students to be eligible for admission under RTE, they have to reside within 5km radius from KV Adilabad. In support of this, they have to submit a distance certificate in a proper format.**

Note:-

1. Google maps will be used to verify the distance of a child's home from our school.

2. In every document, spelling and order of Name, surname of child & parents should be as per DOB only.

3. No request for any change in future will be entertained by Vidyalaya administration.

NOTE:- AS PER CBSE GUIDELINES, NAME OF THE CHILD AS WELL AS PARENTS MUST BE IN FULLFORM.

CHECKLIST OF DOCUMENTS (FOR PARENTS WHO ARE GOVT/PSU SERVANTS)

1. DOB Certificate of a child.
2. Residence certificate from their DDO/employer.
3. Service certificate of a parent from their DDO/employer.
4. Salary certificate (slip) from the concerned DDO/employer.
5. Caste certificate of SC/ST/OBC (if any) in a required format.
6. Transfer Certificate indicating no. of transfers in last 7 years (if any).
7. Blood group certificate
8. Distance certificate
9. Aadhar Card of a child.
10. Self declaration form.
11. Those parents who are working in Armed forces & Paramilitary forces and are posted in Non-family station where nearby No K.V. is available have to provide the certificate of present Address of Adilabad & permanent Address from their head of Organization where they are presently posted.

**CHECKLIST OF DOCUMENTS (FOR PARENTS OTHER THAN
GOVT SERVANTS)**

- 1. DOB Certificate of a child.**
- 2. Residence certificate in a prescribed format.**
- 3. Ration/Food security card of parents.**
- 4. Income certificate in the name of a parent in a prescribed format.**
- 5. Caste certificate of SC/ST/OBC (if any) in a required format.**
- 6. Blood group certificate**
- 7. Distance certificate**
- 8. Aadhar Card of a child.**
- 9. Self declaration form.**

Note :- Self declaration form is mandatory to be filled by parents

ANNEXURE – I

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 cancelled and I will be liable to legal actions as
per guidelines of KVS and any benefit accrued by me or my ward shall be summarily cancelled.

Date:-

Place:

Signature of the Parent/Guardian