

# PM SHRI KENDRIYA VIDYALAYA BURDWAN

## GENERAL INSTRUCTIONS FOR

### DOCUMENT VERIFICATION FOR ADMISSION IN CLASS – I (2024 - 25)

#### 1. Document Verification & Admission Schedule:-

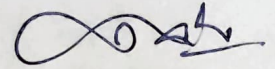
Date	LOTERRY CATEGORY	POST- LOTTERY SERIAL NO.	Reporting Time
25/04/2024	RTE	1 - 8	8.30 a.m
26/04/2024	Service Category - 1	1 - 6	8.30 a.m
26/04/2024	Service Category - 1	7 - 11	11.30 a.m
27/04/2024	Service Category - 1	12 - 17	8.30 a.m
27/04/2024	Service Category - 1	18 - 22	11.30 a.m

The following documents to be produced in Original & 1 set of Xerox copy (duly signed by the parent in all the documents) to be submitted at the time of Documents Verification :-

I.	Admission Form - Page 1 & 2 duly filled with Signature of Parent – Paste one Photograph on Page 1 (Right hand top corner)
II.	Printed Copy of Online submitted Application Form (all pages must be there) with all uploaded documents.
III.	Current Passport size photograph of the child (as uploaded)
IV.	Birth Registration certificate from competent Authority (as uploaded)
V.	Service certificate from the department where they are working of Priority Category I to IV (in prescribed Performa)
VI.	Certificate showing the number of Transfer in prescribed Performa (with transfer details showing the number of transfers during the preceding 7 years duly signed and stamped by the head of office bearing the name, designation and other relevant particulars in block letters, <b>if applicable</b> ) with Movement Orders / transfer orders No. ( in attached FORMAT TRANSFER CERTIFICATE) for Service Category I to IV , whenever applicable.
VII.	A certificate of retirement for uniformed Defense employees. (if applicable)
VIII.	Residential Proof certificate from competent authority in original – alongwith LPG Connection ( Indane / Bharat / HP ) Document in name of Parent & <b>one Latest Cash Memo</b> OR Electric Bill in name of Parent OR Quarter Allotment Letter for the Priority Category I to IV.
IX.	A certificate that the child belongs to the Scheduled Caste/Scheduled Tribe/EWS/OBC (Non-Creamy Layer)/BPL wherever applicable, issued by the Competent Authority in concerned State Government/Union Government. The certificate( <b>Previous year Issued / Renewed in case of OBC-NCL</b> ) in respect of either of the parents may be accepted initially, for the purpose of admission, if this certificate is not available in the <b>Name of child</b> .
X.	Income certificate from the Employer (Priority Category I to IV) & Salary Slip / Self declaration of Family Income for self employed person, <b>in original</b>
XI.	Certificate of disability of the Child from the competent authority, (a certificate from the civil surgeon/rehabilitation center or any other competent authority defined by the Government of India O.M. No. 36035/5/88/Estt.(sct) dated 4.5.1999 certifying the child to be Disabled, <b>wherever applicable</b>
XII.	Certificate of <b>blood group</b> of the child from competent authority.
XIII.	Aadhaar Card of Child
XIV.	Union Bank Of India (UBI) Format duly filled & signed by the parent (except Admission No. & Section)
XV.	Self-Declaration duly signed by the Parent.
XVI.	Distance Declaration ( Vidyalaya to Residence) duly signed by the Parent – <b>RTE Quota Only</b>
XVII.	Write the <b>WhatsApp No.</b> in <b>Page -1 of Admission Form</b> for Online Communication.
XVIII.	<b>Please bring one Debit Card / Credit Card for Online Fees Payment</b> (Priority Category I to IV)
XIX.	Undertakings for Caste Certificate of Child / Aadhaar Card / Child's Bank A/c Details - duly signed by the Parent ( <b>wherever applicable</b> )



2. The selection list and waiting list of Candidates are provisional and the short listing has been done online, based on data entered by the Parents at the time of Online Registration of their wards, hence any wrong / false data entered by the Parent which results to a higher preferred priority in the shortlist, may be summarily rejected / dealt with , as per the Admission Guidelines of KVS, by the School authorities.
3. In this regard, your attention is invited to the guidelines outlined on OLA Portal, specifically point no. 17 in General Instructions Page, which states that **"Mere registration and submission of the application form DOSE NOT confer a right to admission to any child. Admission will be offered by individual Vidyalayas, depending on available seats and as per KVS guidelines after examining application details, eligibility and after originals of all required documents have been produced at the time of admission"**
4. The Parents whose Document Verification will be successfully done would be given a Quarterly Fees Challan of maximum Rs 1525.00 (as the case may be), which has to be paid online at <https://epay.unionbankofindia.co.in/kvfee/> Or at Union Bank of India counter (within 1 day of challan generation), the receipt of which is to be submitted to the Class Teacher
5. Any other Information regarding Admission Proceedings would be intimated to Parents from time to time over Website, hence they are requested to keep visiting <https://burdwan.kvs.ac.in>
6. If admission is not taken within the specified date, then the right for admission will be automatically Lapsed / Cancelled & chance will be given to the next candidate. No further Notice / Letter / Phone Call will be Issued / made for such cancellation by the authority.



**PRINCIPAL**  
प्राचार्य / Principal  
केन्द्रीय विद्यालय, वर्धमान  
Kendriya Vidyalaya, Burdwan  
पो बॉ