

KENDRIYA VIDYALAYA ANNA NAGAR, CHENNAI

Instructions to Parents whose wards have been provisionally selected for Admission to class I for the year 2021-22 through Draw of lots.

- Check the Provisionally selected candidates list for your child's name with other details.
- Note the name of the list (RTE/CAT I/SA/SGC/KVS Ward/DA) in which your ward's name appears with the serial number of your ward's name to mention on the envelope.
- You can also check your mail for details.

Instructions for Admission procedure

- Download the following forms from KV Anna Nagar Website, fill the details in the forms with utmost care and complete in all respects (No column to be left blank. Fill 'NA' if any column is not applicable to you.):
 - A) Admission Form
 - B) Self declaration by parent on the authenticity of the details and documents attached.
 - C) Check list of documents submitted
- All enclosures/**photocopies** are to be **self attested**.
- Admission form with all enclosures and checklist to be:
 - a) Scanned clearly and sent to the mail id:
kvanclass1admn2021@gmail.com
 - b) Neatly packed and sealed in an envelope and dropped in the appropriate box kept in the school premises preferably before 26/06/2021 (Saturday). The following information is to be provided on the envelope:-
 - i) Name of the child
 - ii) UID/Regn No.
 - iii) Name of the selection list (RTE/CAT I/SGC/SA/KVS etc.) and serial number in the list.
 - iv) Contact Ph. No. (preferably Whatsapp Number)
- A designated help desk for clarifications will be functioning between 10:00 AM to 12:00 noon on all working days.
Help Desk Number: **8229870614**

**List of photocopies of documents to be submitted with
the admission form (Self attested)**

[All documents submitted should be clear and legible]

1. Admission form complete in all respects.
2. OLA form with recent passport size photograph of the the candidate affixed.
3. Self declaration by parent about authenticity.
4. Residence Proof (Ration card/Driving License/Voter ID)
5. Proof of age (Date of Birth certificate from a competent authority with the name of the child.)
6. A valid community certificate (RTE students and wherever applicable) in child's name from a competent authority(SC/ST/OBC-NCL/BPL) or EWS certificate as declared in OLA form.
7. Self declaration of distance between Vidyalaya and the residence (as per the address given in the OLA form) [only for RTE]
8. Service Certificate showing the number of Transfer 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.**
9. Transfer orders (If any)
10. ID card of the parent issued by the employer.
11. Salary certificate/statement of the parent.
12. A certificate of retirement/discharge summary with the page having family details for ex-servicemen.
13. For grandchildren of KVS employee, a proof of relationship of either of the child's parent with the KVS employee.
14. Affidavit on a stamp paper and extract of family details from service book (signed and stamped by the head of the office) for SGC candidates.
15. A certificate from competent authority (Civil surgeon/rehabilitation centre) about disability/handicap for differently abled candidates.

S.No.	Enclosure	RTE	CAT I/SA	SGC	KVS	DA
1.	Admission Form	✓	✓	✓	✓	✓
2.	Ola Regn. Form	✓	✓	✓	✓	✓
3.	DOB	✓	✓	✓	✓	✓
4.	Residence Proof	✓	✓	✓	✓	✓
5.	Self declaration of distance between the school and the residence	✓	-	-	-	-
6.	Community certificate SC/ST/OBC-NCL or CL/EWS	✓	If Applicable	If Applicable	If Applicable	If Applicable
7.	Service certificate if applicable with transfer details	If Applicable	✓	✓	✓	If Applicable
8.	Transfer order	-	✓	✓	-	-
9.	Certificate of retirement or discharge summary	-	For Ex-servicemen	or Ex-servicemen	-	-
10.	Disability certificate	-	-	-	-	✓
11.	Relation with KVS employee	-	-	-	✓	-
12.	Affidavit of SGC	-	-	✓	-	-
13.	Checklist of enclosure	✓	✓	✓	✓	✓

Admission Process

1. Draw of lots.
2. Display of selected lists.
3. Submission of the necessary documents by mail and copies in the drop box.
4. Processing by Vidyalaya and sending response mail about:
 - a) Approval of documents submitted.
 - b) Rectification needed in case of any lacunae.
 - c) Issue of UBI Challan for the fee payment.
5. Parents to send the copy of the fee payment receipt to the designated mail/put in the drop box.
6. Regularising of admission.

Note:

1. In case you are **not** claiming admission in KVAN for your ward, you are requested to send a mail informing the same.
2. Tentatively online classes may start around 2nd /3rd week of July 2021, which will be duly informed.
3. Due to the prevailing pandemic situation parents are advised to provide/procure a suitable electronic device for your ward to attend online classes.

केंद्रीय वद्यालय
KENDRIYA VIDYALAYA
ANNA NAGAR, CHENNAI-600 040.

GENDER	CAT.	COMMUNITY	TC STATUS	Admn. Quota
Boy/Girl				

प्रवेश संख्या Admission No.....

कक्षा/ Class.....

प्रवेश प्रार्थना-पत्र /Application for Admission

1. वद्यार्थी का पूरा नाम/ Name of the Pupil (In block letters).....
2. जन्म ति थ/Date of Birth (In Christian Era)
 - a) अंको में /In figures.....
 - b) शब्दों में /In words.....
3. प्रवेश के समय आयु Age at the time of admission in present
KV.....वर्ष/Year.....माह/Month.....दिन/Days.....
4. राष्ट्रीयता/Nationality....**Indian**....

5. पूरा नाम Full Name of	पता Father	माता Mother
6. स्थायी पता/ दूरभाष Permanent address/Phone		
7. स्थानीयपता/ दूरभाष Local address/Phone (with Whatsapp)		
8. व्यवसाय/दूरभाष Occupation/Phone a) क्या रक्षा वभाग के कर्मचारी है? (पदनाम)/Whether a Defence Employee (If so his rank) b) क्या केंद्रीय सरकार के कर्मचारी है? उनका पद और वभाग लखे Whether a Central Govt. Employee? Mention Designation with Department c) अन्य (व्याख्या ल खये) Other (Mention Occupation) d) Email id		
9. मा सक आय/ Monthly Income Rs.		

10. (a) पूर्व शिक्षण संस्था का नाम
Name of the last school attended.....**NA**.....
(b) कक्षा जिसमें पढ रहा है/Class in which studying.....**NA**.....
(c) वषय /Subject offered.....**NA**.....
(d) पढाई का माध्यम /Medium of instruction.....**English**.....
11. (a) पूर्व परीक्षा का परीक्षा-फल /Result of last examination.....**NA**.....
(b) प्राप्तंको का प्रतिशत /Percentage of Marks.....**NA**.....
12. क्या केंद्रीय वद्यालय/मान्यता प्राप्त/अमान्यता प्राप्त स्कूल है?
Whether it was Kendriya Vidyalaya/
Recognized school/ Unrecognized school.....**NA**.....
13. (a) कक्षा जिसमें प्रवेश पाना है/Class to which admission is sought.....**Class I**.....
(b) वषय जो लेने हैं/Subjects proposed to offer (1) English (2) Hindi (3) Mathematics (4) EVS
14. क्या स्थानंतरण प्रमाण पत्र है/Whether the transfer certificate is attached.....**NA**.....
15. स्थानंतरण प्रमाण पत्र का क्रमांक व दिनांक/No. and date of the Transfer certificate.....**NA**.....
16. मातृभाषा/Mother tongue.....
17. सही वकल्प को चन्हित करे/Tick the appropriate category and strike out the others OBC-NCL or CL/SC/ST/GEN
18. शहर/ Home town

सेवा प्रमाणपत्र / Service Certificate

(केन्द्रीय सरकार / Central Govt.)

प्रमाणित है कि श्री / श्रीमती कार्यालय / मंत्रालय में नियमित कर्मचारी के रूप में कार्यरत हैं। वे रक्षा सेवा / केन्द्रीय रिज़र्व पुलिस बल / सीमा सुरक्षा बल / एन.एस.जी. / एस.पी.जी / सी.आई.एस.एफ. / केन्द्रीय सरकार स्वायत्त संस्था अथवा सार्वजनिक क्षेत्र के उपक्रम, जो पूर्ण या आंशिक रूप से केंद्र सरकार से वित्त-पोषित हैं , के नियमित कर्मचारी हैं तथा उनकी सेवा अस्थानांतरणीय है / पूर्ण भारत में कहीं भी स्थानांतरणीय है।

Certified that Shri/Smt. is working as regular employee in the Office / Ministry of He/She is an employee of Defence Service / CRPF / BSF / NSG / SPG / CISF / Central Govt. / Autonomous Body / Public Sector Undertaking fully financed / partially finance by the Central Govt. and his / her services are non-transferable / transferable anywhere in India.

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 और दूरभाष संख्या/ Complete address and Telephone No. of office

.....

स्थानांतरण संख्या प्रमाण पत्र / CERTIFICATE OF NUMBER OF TRANSFERS

मैं, नाम (रैंक / पदनाम) (कार्यालय), एतद द्वारा प्रमाणित करता / करती हूँ पिछले सात साल(31/3/2021) में एक स्थान से दूसरे स्थान पर मेरे (अंकों 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 31.03.2021) I have been transferred Times (in figures & in words) from one station to another, the details of which are given as under:-

स्थान से / Office /Unit and Place	अवधि दिनांक से / Date of joining the Office/Unit	अवधि दिनांक तक / Date of release from the Office/Unit	ठहरने की अवधि / Period of Stay (in months)	स्थान तक / Transferred Office / Unit and Place	दूरी (किमी)/ Distance between the two Office (in km)	स्थानांतरण आदेश संख्या / Transfer Order No.

मैं जनता /जानती हूँ कि यदि उपरोक्त तथ्य गलत पाए गए तो मेरा बच्चा केंद्रीय विद्यालय में प्रवेश के लिए अयोग्य हो जायेगा।

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

स्थान/ Place
दिनांक/ Date

माता /पिता के हस्ताक्षर
Signature of Parent

प्रतिहस्ताक्षर / Countersignature

में, नाम (रैंक / पदनाम) (कार्यालय), एतद
द्वारा प्रमाणित करता / करती हूँ कि उपरोक्त विषय विवरण को कार्यालय-आलेखों से जांच 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.

स्थान/ Place

दिनांक/ Date

सक्षम अधिकारी के हस्ताक्षर
(नाम, पद और कार्यालय की मोहर सहित)
Signature of Competent Authority
(with Name, Designation and Office Stamp)

कार्यालय का पूर्ण पता एवं दूरभाष संख्या

Complete Address and Telephone No. of Office

टिप्पणी / Note :

एक स्थान पर ठहरने की अवधि कम से कम छह मास होनी चाहिए।

1. Minimum period of posting / stay at a place should be minimum six months.

ANNEXURE – I

Self Declaration Format

I _____, Father/Mother of Master/Miss
_____ age _____ years, resident of
_____ (complete address), do hereby
declare that the information given 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 has be dimmed cancelled and will liable to
punishment as per guidelines of KVS and the benefit accrued by me or my
ward shall be summarily cancelled.

Date:

Place:

Signature of the Parent/Guardian

SINGLE GIRL CHILD

Rs. 100/- Stamp paper (Notary) Affidavit

I.....aged.....years, Indian
Inhabitant occupationResident of
..... is mother/father of
..... Date of Birth..... Submitting
my undertaking to the Head of the Institution in Class I Vide KVS Admission Guidelines
2021)

- 1) I hereby declare that Miss..... is the only girl child in my family (with no male/female sibling). I understand that it shall be my sole responsibility to inform you about any change in status of single girl child in the family immediately, if and when it occurs.
- 2) I am also aware that in case it is detected at any time that the affidavit sworn by me is false, appropriate action will be taken by the school authorities and KVS against me.

Signature of father

Signature of mother

Residential address with
Contact number:

Solemnly affirmed at
This.....day of.....20.....

BEFORE ME

Explained and Identified by me,

Advocate

Self Declaration for distance between school and residence

I father/mother of
bearing Application Submission Codedeclare
that the radial distance between school and our residence
iskm.

Date:.....

Signature of the parent

KENDRIYA VIDYALAYA, ANNA NAGAR, CHENNAI – 40
CHECK LIST FOR ADMISSION 20 ___ – 20 ___ .

Name: _____ Reg.Sub.No: _____

1) Selection list with Date: _____

RTE / SGC/ CAT ___ / KVS / SC SF / ST SF / CQ / SA / MP / MHRD / DA

2) Post lottery No: _____

Documents submitted

i) DOB <input type="checkbox"/> iii) community certificate <input type="checkbox"/>	ii) Residence Proof : a) Self Declaration of distance <input type="checkbox"/> b) proof <input type="checkbox"/>
iv) a) Service certificate <input type="checkbox"/> b) Bank statement <input type="checkbox"/> c) Salary Certificate <input type="checkbox"/> d) ID card copy <input type="checkbox"/>	v) Proof of Transfers <input type="checkbox"/> vi) SGC a) Affidavit <input type="checkbox"/> b) Extract of family details from service book <input type="checkbox"/>
vii) KVS - Proof of relationship <input type="checkbox"/>	viii) EWS <input type="checkbox"/>
ix) Proof of DA <input type="checkbox"/>	x) TC <input type="checkbox"/>
Any other: _____	Remarks: _____

Checker 1 _____

Checker 2 _____

VP _____