

**CHECK LIST OF DOCUMENTS**

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

1. Name of the Child : \_\_\_\_\_
2. Class to which admission sought : I (Class One)
3. Session : 2024-25
4. Application Submission Code : \_\_\_\_\_
5. Selected under the category of : RTE/Cat-I/Cat-II/III/IV/V /SC/ST/OBC(NCL)/DA
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	Filled in Application Form for Admission (Page: 1 & 2 to be printed on both sides of a single paper)		
2	Filled in Format for Entry in UBI Portal		
3	Hard Copy (Print out) of the Online Application Form		
4	Birth Certificate (Both Original & a Photocopy)		
5	Residence Proof (Mention the type in Remark column)		
6	Self Declaration of submission of correct information and documents, Distance from School to Residence		
7	Certificate of Proof of Blood Group		
8	Caste Certificate (SC/ST/OBC-NCL) – (Specify whether in the name of the child or parent in Remarks Column)		
9	Undertaking (If Caste Certificate in the name of the Parent)		
10	Income & Asset Certificate for Claiming Economically Weaker Sections		
11	BPL Card/ Proof of claiming BPL (Write Names of documents in Remark Column)		
12	Handicapped Certificate (Specify % of disability and type of disability in Remarks Column)		
13	Service Certificate & Certificate showing no. of transfers (ORIGINAL) (Specify category of employee i.e. state govt./central govt. etc in Remarks Column)		
14	Certificate from the employer – in prescribed format available in Vidyalaya Website (ORIGINAL)		
15	Employee ID card/Last month's pay slip (Specify Employee Code in Remarks Column)		
16	Transfer Orders (Specify number of transfers in preceding 7 years as on 31.03.2023 in the remarks column)		
17	For Ex-Service Man ID proof/Discharge Book (Specify the date of discharge in Remarks Column)		
18	For Ex-Service Man Certificate of transfers counter signed by the Authority (ORIGINAL) - (Specify no. of transfers in Remarks Column)		
19	For Single Girl Child Affidavit (ORIGINAL) – (Specify the date of issue in Remarks Column)		
20	Aadhar Card (Child, Father, Mother)		
21	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**

Remarks:

Signature:

Name

Jitendra Prasad Mishra  
I/C Admission

Aditya Kumar Panda  
Counter Signed by the Principal