

## CALL LETTER

Dear Parent,

I am glad to inform you that your ward has been **selected (provisionally)** as per the Guidelines of the Hon'ble High Court and the Department of Education, for admission for the session 2020-2021, at the entry level.

- **ADMISSION SHALL BE SUBJECT TO VERIFICATION OF ALL RELEVANT DOCUMENTS.**
- **BOTH THE PARENTS ARE REQUESTED TO COME IN PERSON FOR THE VERIFICATION OF DOCUMENTS.**
- **YOU ARE REQUESTED NOT TO BRING YOUR WARD ALONG WITH YOU AS IT IS NOT REQUIRED AND THE PROCESS MAY TAKE SOME TIME.**

### SECTION I

You are requested to bring the following documents for verification-

1. Call letter (this page)
2. Online form
3. Original Birth Certificate along with the self-attested photocopy (Original will not be returned).
4. Three passport size coloured photographs of the Father, Mother and child.
5. Proof of Residence: As specified in the registration form (of both the parents and the child-Get the Photocopy and Original for verification)\*\*\*.
6. Aadhaar Card of the Father, Mother and child (Original along with the self-attested photocopy and verification steps as per sample on page no-2).
7. Medical Certificate from a Registered Doctor (At least MBBS) in the attached school's proforma.
8. PAN Card of the parents (original along with photocopy).
9. **Declaration cum Undertaking** on stamp paper of Rs 10/- (Text is attached).
10. Undertaking for **first born** declaration on a stamp paper of Rs.10/-(Text is attached).
11. Undertaking for **address proof** on a stamp paper of Rs.10/- (Text is attached).
12. Transport form to be filled and submitted (if required).
13. **Latest Fee receipt of the Sibling** (for sibling case).
14. Class 12 passing certificate of CBSE (for Alumni cases of BBPS,PP only).
15. For Alumni, please get registered with the "Alumni Association" at the Alumni Desk if not already registered.
16. Minority Certificate (if applicable)
17. Caste Certificate (OBC/SC/ST) – (if applicable)

**\*\*\* Aerial Distance between the school and the residence address filled in the online form will be verified by Google map only.**

**You are requested to complete the verification formalities on the given date and time. The school will accept the fees only after completion of the verification process.**

### NOTE-

1. **NO CHANGE IN THE DATE WILL BE ENTERTAINED. NO REQUEST/EXTENDED TIME FOR SUBMISSION OF DOCUMENTS WILL BE PERMITTED.**
2. **KINDLY ENSURE THAT THE RESIDENCE ADDRESS , NAME OF THE CHILD AND THE PARENTS IS THE SAME ON ALL DOCUMENTS SUBMITTED(i.e. Registration Form, Birth Certificate, Aadhaar card, Affidavits)**
3. **THE FEES WILL BE COLLECTED THROUGH D.D. ONLY AFTER THE VERIFICATION OF DOCUMENTS.**

Please note that without the above-mentioned documents, admission will not be granted to your ward.

## SECTION II ADMISSION PROCEDURE

Sequence to be followed for the verification of documents for **Pre-School Admission 2020-21**.

Counter/Venue		Process
Counter no-1	Gate no-1	Report for attendance
Counter no-2	Transport room near Gate no-1	For distance verification
Counter no-3	Cubical no-1 (at school reception) & Cubical no -2	For address and DOB verification

After completing the above-mentioned formalities, kindly report to the following class rooms for the submission of documents:

Class Rooms (Ground floor)	Group
X-G	Group-1
VI-F	Group-2
VII-B	Group-3
VIII-A	Group-4
X-G	Group-5

- ❖ **Original Aadhaar Card along with self-attested copy and print obtained from the <https://resident.uidai.gov.in/verify> link (Sample Attached).**

The screenshot shows the Aadhaar verification page on the UIDAI website. The page title is "Aadhaar Verification Completed!". A green checkmark icon is displayed next to the text "Aadhaar Number [redacted] 38 Exists!". Below this, the following details are listed: Age Band : 30-40, Gender : MALE, State : Delhi, and Mobile Number : xxxxxxxx713. A blue button labeled "Verify Another Aadhaar" is visible. On the right side, there is a "Frequently Asked Questions" section with a dropdown menu containing "Use Aadhaar Freely", "E-Aadhaar", and "mAadhaar FAQs". At the bottom right, there is a "View All" link and an "Ask Aadhaar" button.

Yours Sincerely  
(Ms. Meenu Goswami)  
Principal

Dear Parent,

You are requested to furnish a Declaration cum Undertaking (Specimen as under) duly typed on a Rs 10/- non judicial stamp paper, duly attested by a 1st Class Magistrate/Notary public and submit the same along with the Medical Certificate, at the time of admission.

The Principal,  
Bal Bharati Public School ,  
Pitampura, Delhi - 110034  
Date: - .....

### **DECLARATION CUM UNDERTAKING**

#### **FIRST BORN CHILD**

We , Father \_\_\_\_\_ and Mother \_\_\_\_\_ of \_\_\_\_\_ do hereby solemnly affirm and declare that the above mentioned child is our first born child and does not have any other older sibling in this unit or in any other school.

Registration number BBPSPP/PP2020-21/\_\_\_\_\_

Name of the father \_\_\_\_\_ Sign \_\_\_\_\_

Name of the mother \_\_\_\_\_ Sign \_\_\_\_\_

Verified at Delhi on \_\_\_\_\_ day of \_\_\_\_\_ 2020 that the contents of my above affidavit are true and correct to my knowledge and no material facts have been concealed therein.

DEPONENT

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Dear Parent,

You are requested to furnish a Declaration cum Undertaking (Specimen as under) duly typed on a Rs 10/- non judicial stamp paper, duly attested by a 1st Class Magistrate/Notary public and submit the same along with the Medical Certificate, at the time of admission.

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The Principal,  
Bal Bharati Public School,  
Pitampura, Delhi - 110034  
Date: - .....

**DECLARATION CUM UNDERTAKING**

**RESIDENTIAL ADDRESS UNDERTAKING**

We, Father \_\_\_\_\_ and Mother \_\_\_\_\_ of \_\_\_\_\_ do hereby solemnly affirm and declare that our residence address is

\_\_\_\_\_

\_\_\_\_\_.

and we have been staying at this address since \_\_\_\_\_ years.

Registration Number \_\_\_\_\_

Name of the father \_\_\_\_\_

Sign \_\_\_\_\_

Name of the mother \_\_\_\_\_

Sign \_\_\_\_\_

Verified at Delhi on \_\_\_\_\_ day of \_\_\_\_\_ 2020 that the contents of my above affidavit are true and correct to my knowledge and no material facts have been concealed therein.

DEPONENT

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**BAL BHARATI PUBLIC SCHOOL, PITAMPURA, DELHI**  
**MEDICAL CERTIFICATE (2020-21)**

Name of the child \_\_\_\_\_ Registration No. BBPSPP/PP2020-21/ \_\_\_\_\_

Date of Birth \_\_\_\_\_ Sex \_\_\_\_\_

Session \_\_\_\_\_ Class PRE-SCHOOL

Father's Name \_\_\_\_\_

Telephone No (Residence) \_\_\_\_\_ (Office) \_\_\_\_\_

Residential Address \_\_\_\_\_

\_\_\_\_\_ Delhi \_\_\_\_\_

Office Address \_\_\_\_\_

\_\_\_\_\_

**GENERAL EXAMINATION-**

1. Blood Group \_\_\_\_\_.
2. Is the child allergic to any medicine/ food items - \_\_\_\_\_.
3. Has the child been hospitalized ever, if so specify the ailment & period of hospitalization- \_\_\_\_\_.
4. Is the child on any regular medication- \_\_\_\_\_.
5. Is your child a special needs child \_\_\_\_\_.
6. Child on any regular medication like:- BP.....Sugar.....  
TB.....Thyroid.....  
Any other.....

**Doctor's note and fitness verification-** \_\_\_\_\_

\_\_\_\_\_

Doctor's Name - \_\_\_\_\_ (in capital letters)

Signature- \_\_\_\_\_

Stamp- \_\_\_\_\_

**VACCINATION (To be certified by a Registered Medical Practitioner)**

<b>Immunization</b>	<b>Age Recommended</b>	<b>Due Date</b>	<b>Date</b>
<b>BCG</b>	0-1 Month		
<b>Hepatitis B</b>	At Birth		
	1 Month		
	6 Months		
<b>DPT</b>	2 Months		
	3 Months		
	4 Months		
<b>HIB</b>	2 Months		
	3 Months		
	4 Months		
<b>Oral Polio</b>	At Birth		
	1 Month		
	2 Months		
	3 Months		
	4 Months		
<b>Measles</b>	9 Months		
<b>MMR</b>	16 Months		
<b>DPT+OPV+HIB</b>	18 Months		
<b>Typhoid</b>	2 Years		
<b>Hepatitis A (2 Doses)</b>	2 Years		
<b>Chicken-Pox</b>	After 1 Year		
<b>DT-OPV</b>	4½ Years		

**Name and Signature of father**

**Name and Signature of mother**

**Name and Signature of Doctor**

**Stamp of Doctor**

Dear Parent,

You are requested to furnish a Declaration cum Undertaking (Specimen as under) duly typed on a Rs 10/- non judicial stamp paper, duly attested by a 1st Class Magistrate/Notary public and submit the same along with the Medical Certificate, at the time of admission.

The Principal,  
Bal Bharati Public School ,  
Pitampura, Delhi – 110034  
Date: - .....

### DECLARATION CUM UNDERTAKING

I \_\_\_\_\_, Gaurdian (Father/Mother) of \_\_\_\_\_ resident of \_\_\_\_\_  
\_\_\_\_\_ do hereby solemnly declare & undertake that:

1. All the information given by me in various forms and documents is true to best of my knowledge. In case any information is found incorrect, the Management is free to take action it deems fit including the cancellation of admission of my ward \_\_\_\_\_ Form no. BBSPPP/PP2020-21/ \_\_\_\_\_
2. This is to undertake that the address given in the Registration form and Admission form is the one where my family along with the child are residing. In case, this information is found incorrect, I understand that admission of my ward \_\_\_\_\_ will be treated as cancelled automatically.
3. I do understand and I am satisfied that the school Management is very cautious about the safety and welfare of children. In spite of best effort, all possible precautions and safety measures taken by the school, any mishappening may occur due to any extraneous factors, which are beyond the control of the school, I shall not blame the school Management in any manner and I shall have no claim at all, what so ever.
4. I hereby undertake that the school will not be liable for any damages / charges on account of any mishappening, injuries (total or other wise) which may be sustained by my ward \_\_\_\_\_ at any time while taking part in any curricular, cocurricular or extra curricular activities / or while taking part in games and sports / or during traveling or excursion / or during any other normal activities / or by contacting any illness or disease (s) in side or out side the school premises. All expenses that may be incurred on the treatment of such injuries will be borne by me.
5. I shall abide by all the rules and regulations and pay all the fees and dues in time. I am also aware that the fees may increase by a nominal amount every year. Non payment of fees and dues will result in my wards name being struck off school rolls.
6. I further undertake that the decision and action taken by the school authorities from time to time in maintaining order and the school discipline shall be final, I undertake to abide by the decision (s) taken by school authorities in this regard.
7. I undertake that I shall not take any proceeding (s) legal or otherwise against the school authorities for any mishappening (s) or for any disciplinary action taken by the school.

This declaration cum undertaking is executed by me on this \_\_\_\_\_ day of \_\_\_\_\_ (DD/MM/YYYY) at Delhi.

Witness : (1)

**SIGNATURE OF EXECUTANT**

Signature \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

Witness : (2)

Signature \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_



**Bal Bharati**  
**PUBLIC SCHOOL**

**PITAMPURA**

**Transport form (2020-2021) for Pre-School**

What mode of transport would your child use:

**School transport/own personal arrangements**\_\_\_\_\_.

In case of availing school transport, please fill the following.

Name of the child : \_\_\_\_\_.

Reg\_No : \_\_\_\_\_.

**Father Details**

**Mother Details**

Name: \_\_\_\_\_

Present Address: \_\_\_\_\_

Telephone No.(Res): \_\_\_\_\_

Telephone No.(Office): \_\_\_\_\_

Mobile No.: \_\_\_\_\_

Bus Point : \_\_\_\_\_.

Signature of Father

Signature of Mother