



केन्द्रीय विद्यालय सं०:२  
KENDRIYA VIDYALAYA NO:2  
AFS, TAMBARAM, CHENNAI-73  
E-mail: kv2tbm@yahoo.co.in Web: www.kv2tambaram.tn.nic.in  
Telefax: 044-22292403

## **CLASS 1 ADMISSIONS – INSTRUCTIONS FOR ADMISSION**

Congratulations parents if your ward's application is in the provisionally selected list.

You would be individually called and informed about the date of admission. You need to submit the following documents for the admission.

1. Registration form (Available on the website)
2. Admission form (Available on the website)
3. Birth Certificate
4. Address proof
5. Community certificate
6. Transfer order copies (Category 1 candidates only)
7. Service extract (SGC candidates only) and Rs.100 Affidavit in prescribed format
8. DA certificate (for DA candidates only)
9. Income certificate for economically weaker sections.
10. Service Records and relationship proof for KVS Ward / Grandchildren

We request you to keep all these documents available. Admission would be confirmed only after verification of all the relevant documents.

The sequence to be followed

1. Information either through mail or telephonically will be given.
2. Submission of documents either online or offline if required.
3. Email after verification of documents.
4. Filling up of registration form and admission form (Both available on the website)
5. Submission of all the documents.
6. Generating of fee challan / Data updation in school database
7. Payment of fees (Online)

Please write the application number, and name of the child in every communication.

Email id for communication : [kv2tbmadmission@gmail.com](mailto:kv2tbmadmission@gmail.com)

School Website : [no2tambaram.kvs.ac.in](http://no2tambaram.kvs.ac.in)

**ALL THE ADMISSIONS WOULD BE DONE FROM 12.00 PM  
TO 4.00PM**