

केन्द्रीय विद्यालय संगठन
शिक्षा मंत्रालय भारत सरकार के अधीन स्वायत्त संस्थान
18 संस्थागत क्षेत्र, शहीद जीत सिंह मार्ग, नई दिल्ली
KENDRIYA VIDYALAYA SANGATHAN
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F. No. 11. EDP00LA/1/2018-Academic/371-400

Dated 25.02.2022

The Deputy Commissioner/Director
Kendriya Vidyalaya Sangathan
All Regional Offices/ZIET

Subject: Online Admission to Class I in Kendriya Vidyalayas for Session 2022 - 23

Madam/Sir,

This is to inform you that the registration process for fresh admissions to Class I for the session 2022-23 is going to start from 28th February 2022 through Online Admission Portal. The registration will remain open till 21/03/2022.

In this regard the following information may be disseminated to all the Kendriya Vidyalayas for smooth execution of admission process:

1. **Dedicated helpdesk number** shared for KVS Online Admission portal should be kept active and readily accessible.
2. **Roles and Responsibilities** assigned to the Online Admission Team at Regional office/Principals of Kendriya Vidyalayas, enclosed as **Annexure-I** must be referred to.
3. **Procedure for Submission/Resolution of Query.**
For resolving any query, the following template must be used while sending email from Regional Office/ KVs to seek any clarification on specified guidelines or technical assistance.

**Sub: Region <>, KV Code <>, Type of Query (Parent Portal/ Admission Guideline/Lottery/Admission)
<Question/Matter of Clarification>**

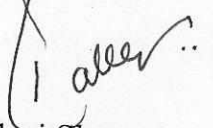
The Region/KV must send their queries through the **PPL GOV ID** to kvsolahelpdesk@gmail.com using the Subject Template mentioned above. The technical team will revert with solution/recommendation on the email ID configured on the OLA Portal within the stipulated time period.

4. Kendriya Vidyalayas are requested not to upload Admission guidelines and Admission Schedule on their website. Admission Guidelines will be uploaded by KVS(HQ) in the **Admission tab** on top of the website header of each Kendriya Vidyalaya's website. The Regional office and Kendriya Vidyalaya will add a link of their **Admission URL(School's Website/Admission_documents)** in the **Announcement** and **Admission Details** section of their website.

5. The URLs for Parent and Dashboard Portal (to be used by ROs and KVs) are:
- i. **Parent Portal :** <https://kvsonlineadmission.kvs.gov.in>
 - ii. **Dashboard Portal :** <https://oladashboard.kvs.gov.in>
6. Applicable **local COVID SOP** needs to be followed during the admission process.

This issues with the approval of the Competent Authority.

Yours faithfully



Pallavi Sharma

Deputy Commissioner (Trg/EDP)

Encl:

Annexure I

Copy to

1. PS to Commissioner, KVS
2. PS to Addl. Commissioner, KVS
3. All Joint Commissioners, KVS
4. SO (Acad), KVS (HQ)

Annexure - I

Roles & Responsibility of Team Members/RO to conduct KVS Online Admission for Class I - (2021-2022)		
Regional Office		
1	Advertisement in Local News Paper with Contact details (Email/Mob.)	Deputy Commissioner's office
2	Monitoring of daily Registration	Deputy Commissioner's office (Nodal Officer, RO)
2	Monitoring of Admissions (Post Registration)	Deputy Commissioner's office (Nodal Officer, RO)
3	Immediate resolution of queries received to the Regional nodal officer through Mobile, Whatsapp or email as per revised admission guideline	Nodal Officer (Region)
4	Liaison with KVS HQ regarding any Technical or Admission Guideline related Queries	Nodal Officer (Region)
Kendriya Vidyalaya		
1	Monitoring of daily Registration	Principal
2	Monitoring of Admissions (Post Registration)	Principal
3	Immediate resolution of queries received to the Vidyalayas directly through Mobile, Whatsapp or email as per revised Admission Guideline	Vidyalaya Admission Committee
4	Liaison with their Regional Office regarding any Technical or Admission Guideline related Queries	Vidyalaya Admission Committee
5	Compliance of Admission Schedule	Vidyalaya Admission Committee
6	Update of Admitted candidates on Admission Portal	Vidyalaya Admission Committee, Monitoring by Nodal Officer at RO
7	Category wise (Priority Cat. & Social Cat.) to be kept in Excel Format	Once the Admission process is over, these reports will not be accesible through login to the portal