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**REGISTERED/ SPEED POST/ E MAIL**

Sainik School, Kazhakootam  
Sainik School PO  
Thiruvananthapuram - 695585

**2055/SST/2019**

**15 March 19**

**Parents of Home State selected candidates  
(List attached)**

**ADMISSION TO SAINIK SCHOOL KAZHAKOOTAM – ACADEMIC YEAR 2019 – 20**

1. I am happy to inform you that your son/ ward (Name of the student) \_\_\_\_\_ has been selected for admission to Sainik School Kazhakootam from the Academic session commencing **04 June 19** . You are required to fill-in the acknowledgement form placed at Appendix 'A' to this letter and return the same so as to reach this office **on or before 25 March 2019**, failing which, the school would call wait-listed candidates to fill up the seats and admission may be denied to your son/ ward.
2. **Date of Admission & Formalities.** Your son/ ward is required to report to Sainik School Kazhakootam at **0900 h on \_\_\_\_Apr 19** for admission formalities. Fees as per para 4 below has to be paid on admission day. It is requested that all documents as given at para 13 to 19 as applicable for each category also to be submitted on that day.
3. **List of Articles.** The list of articles to be brought by each cadet on the date of joining, for his personal use, at the school is given at **Appendix 'B'** to this letter. Some of these items are available in the unit Run Canteen and Cooperative store at the School. List of items available in these stores is given at **Appendix 'C' & 'D'**. Parents desirous of obtaining items from the school Unit Run Canteen/ Co-operative Society are required to fill the Performa at Appendix 'C & D' and submit to the school on the date of admission.
4. **Payments.** The fees is required to be paid at the time of admission. The fees can be paid in either in one lumpsum, half yearly or quarterly as per the tabulation given in **Appendix 'E'** . Following guidelines are to be followed in payment of fees:-
  - (a) On reporting for admission, the cadet will be allotted a roll number. This Roll Number and Name of the boy should be noted in all remittances.
  - (b) Cash will not be accepted in the office.
  - (c) All the payments are to be made by Demand Draft in favour of 'The Principal, Sainik School Kazhakootam' payable at Thiruvananthapuram.
  - (d) Subsequent payment of fees can be undertaken on the due dates only as per **Appendix E**. If any of the dates mentioned at Appendix E is declared a Public holiday, the fees could be remitted on the next working day.

- (e) The school will not be sending reminders for the remittance of fees.
- (f) In case the amount of actual Pocket Money expenses exceeds the deposited amount in a session, the parent will have to pay the excess amount before commencement of the next session.
- (g) In the event of change of address of parents. It has to be intimated to the school at the earliest opportunity.
- (h) Non payment of fees on the scheduled dates may make the student liable for withdrawal from the school.
- (j) The Board of Governors, Sainik Schools Society, New Delhi reserves the right to revise the school fees at any time. It will be binding on the parents to pay the fees accordingly. The share of dietary charges being received from the State Government will be credited to the dietary account of each cadet.

### **SCHOLARSHIP DETAILS**

5. Different types of scholarships are sanctioned by the DPI, Govt of Kerala, strictly based on parental income and as per income slab fixed by the Government of Kerala.
6. Your son/ ward may be awarded a scholarship from the Government subject to producing the income certificate as required by the Govt. of Kerala. Income certificate should be submitted to the school as briefed in para 13(c).

**NOTE: 'Income' means Income from both the parents excluding D.A. & H.R.A. and including income from all other sources.**

7. Applications for grant of scholarship are processed by the DPI, Government of Kerala. The school therefore cannot accept any responsibility that a scholarship will be granted.
8. The income slabs for different scholarships are given below:-

<b><u>Income per month (Both Parents)</u></b>	<b><u>Quantum/ Amount of scholarship – 2019 – 20</u></b>
Upto ₹ 15,000/-	Full Scholarship - ₹ 21,000/- plus Clothing Allowance ₹ 1,000/- for the first year & ₹ 500/- in the subsequent years
₹15,001- 20,000/-	3/4 <sup>th</sup> scholarship - ₹15,750/- plus Clothing Allowance mentioned above.
₹20,001 - 25,000/-	Half Scholarship - ₹10,500/- No Clothing Allowance

9. Ministry of Defence scholarships for serving defence personnel will be determined based on their Rank. For ex-servicemen, the Rank at the time of their retirement will be considered. Details of Ministry of Defence scholarships are as under:-

<u>Service Personnel/ Ex-servicemen</u>	<u>Quantum of Scholarship</u>	<u>Amount</u>
Children of NCOs & Other Ranks	Full Scholarship	₹32,000/-
Children of JCOs and their equivalent in the other services	Half Scholarship	₹16,000/-
Children of Officers	--- No Scholarship	---

**NOTE: Ministry of Defence Scholarship holders have to remit clothing charges and difference of fees every year.**

10. In addition to the above, Ministry of Defence, Govt of India provides the following amount as their share as per details given below:

<b>Type</b>	<b>Amount</b>
Full Scholarship Holders	₹2,000/-
$\frac{3}{4}$ <sup>th</sup> Scholarship Holders	₹1,062/-
$\frac{1}{2}$ Scholarship Holders	₹125/-

11. **All students availing any form of Scholarship are to submit all the required documents in Duplicate.**

12. **Full Fee Paying.** Parents of Full Fee Paying Students are required to submit the following documents.

- Date of Birth Certificate issued from the Registrar of Birth & Death (original & a photocopy attested by a Gazetted Officer)
- Transfer Certificate
- Agreement as per '**Appendix J**' on Non-Judicial Stamp Paper of ₹ 100/- duly countersigned by Gazetted Officer ( see school web site)
- Domicile Certificate as per '**Annexure V**'. (see school web site)

13. **General category State Govt. Scholarship.** Parents of General Category Candidates are required to submit the following documents.

- Date of Birth Certificate issued from the Registrar, Birth & Death (original & a photocopy duly attested by a Gazetted Officer)
- Transfer Certificate.
- Income Certificate** - Annexure I, Annexure II - Part I to IV as per the proforma (see school web site). This certificate should cover income for the period from **April 2019 to Mar 2020**. Income Certificates Part I, Part II, Part III and Part IV are to be furnished in separate form for Father and Mother of the candidate. Dearness Allowance and HRA of salaried persons are excluded in computing the

income for assessing the quantum of scholarship. All salaried persons will also furnish month wise details of their Pay, DA etc. attested by their Controlling Officer. In the case of parents NOT employed, an endorsement to that effect should be made on Part I duly attested by a Class I Gazetted Officer.

(d) Bond – As per **Annexure III** on Non-Judicial Stamp Paper of ₹ 100/- (see school web site)

(e) Date of Birth Certificate from the Headmaster of the school where the boy last studied as per **Annexure IV**. (see school web site)

(f) Domicile Certificate as per **Annexure V**. (see school web site)

(g) Agreement – As per Appendix H/ J on Non-Judicial Stamp Paper of ₹ 100/- (see school web site)

14. **Parents of SC/ ST boys are required to bring the following certificates**

(a) Date of Birth Certificate issued from the Registrar, Birth & Death (original & a photocopy duly attested by a Gazetted Officer)

(b) Transfer Certificate.

(c) Bond – As per **Annexure III** on Non-Judicial Stamp Paper of ₹ 100/- (see school web site)

(d) Date of Birth Certificate from the Headmaster of the school where the boy last studied as per **Annexure IV**. (see school web site)

(e) Domicile Certificate as per **Annexure V**. (see school web site)

(f) Agreement – As per Appendix H on Non-Judicial Stamp Paper of ₹ 100/- (see school web site)

(g) Caste Certificate in duplicate from appropriate Authority

15. **Defence Category.** Serving Parents of Defence category candidates who opt for Ministry of Defence scholarship are to produce the following certificates.

(a) Service certificate from the Commanding Officer of the unit where the parent of the candidate serving including their ward's details as per record.

(b) Date of Birth Certificate issued from the Registrar of Birth & Death (original & a photocopy duly attested by a Gazetted Officer)

(c) Transfer Certificate

(d) Domicile Certificate as per **Annexure V** (see school web site)

(h) Agreement – As per Appendix H on Non-Judicial Stamp Paper of ₹ 100/- (see school web site)

16. **Ex Servicemen.** Ex-Service Personnel are to produce the following documents for award of scholarship:-
- (a) Date of Birth Certificate issued from the Registrar of Birth & Death (original & a photocopy duly attested by a Gazetted Officer)
  - (b) Transfer Certificate
  - (c) Domicile Certificate as per **Annexure V** (see school web site)
  - (d) Agreement – As per Appendix H on Non-Judicial Stamp Paper of ₹ 100/- (see school web site)
  - (e) A Certificate from District Sainik Welfare Officer regarding eligibility as Ex-Serviceman
17. **All scholarship documents are be submitted in duplicate.**
18. The Authenticity of the documents will be verified subsequently. Any discrepancy found at any stage later will lead to expulsion of the candidates and repayment of all the benefits that were enjoyed during the course (including scholarships if any). The Principal, will be arranging scrutiny of the documents and will take necessary measures as deemed fit including confirmation of age through chronological age test to confirm eligibility of a candidate for admission.
19. In addition to above, all candidates are required to bring the following:
- (a) Attested copy of Aadhaar card (both the Parents & student)
  - (b) Annual Progress Report from the previous school attended by the candidate.
  - (c) Passport size photograph of the student (04 copies)
  - (d) Two Passport size photograph of the parent attested by a Gazetted Officer.
20. It is required to get the necessary documents as per the proforma uploaded in school website to be typed on good quality paper and bring the same duly filled and signed/ attested at the time of admission.

### **Instruction to parents at the time of Joining**

21. **Date of Reporting for commencement of class:** Your son/ ward is required to join school on **04 June 19** The firm date for the commencement of class will be informed on the date of admission.
22. Cadets are **NOT** allowed to keep any **CASH/ VALUABLES** such as Gold Chains, Rings, Wrist Watches, Mobile Phones and electronic/ battery operated items in their possession. Any cash intended for school or students should invariably be remitted to the Bank/ School Account. Mobile phones are strictly prohibited.
23. Parents should specify at the time of admission, the names and addresses of persons who can be allowed to visit the cadets. Visitors are not allowed to visit the cadets during working hours and working days. Parents are permitted to visit their wards only on Parents Sunday, as and when promulgated.

24. If a parent wishes to withdraw his son, he must give two months notice to the school to avoid forfeiture of Caution Money. Full Fees irrespective of any Category will be recovered for the whole year if withdrawal takes place in the middle of the year.

25. **In the absence of any relevant aforesaid documents and fees at the time of admission, the student will not be admitted to the school.** in the event of any incomplete or false information and certificates intentionally furnished to the school at the time of application/ admission/ subsequent occasion, the parents/ guardians will be held responsible and the child will be withdrawn from the school. Legal/ police action may also be initiated in such cases.

26. **Medical requirements**

(a) All candidates are required to bring their blood test result for HBs Ag (Australian Antigen)

(b) All candidates are to bring a certificate as documentary evidence at the time of reporting of having taken injection against Hepatitis-B and Chickenpox

(c) All selected candidates are to compulsory fill up the Health Record - **Annexure 'A'** (see school website) duly certified by a qualified Doctor and Parents

27. Official letters to the school are to be addressed in the office address and not to to any official by Name.



  
(VKS Rawat)  
Col  
Principal

**APPENDIX 'A'**

**ACKNOWLEDGEMENT**

I, \_\_\_\_\_ (father/guardian) of \_\_\_\_\_  
Roll No. \_\_\_\_\_ hereby acknowledge the receipt of your memo No. 2055/SST/2019 dated \_\_\_\_\_ Mar 19 for admission to Class VI/ IX of Sainik School Kazhakootam for the session beginning in June 2019. I will report to the school with my son/ ward with all necessary documents and fees on \_\_\_\_\_ April 19 as instructed in the memo.

(Signature of the Parent/ Guardian)

Place:

Name: