

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.11-EDPOOLA/1/2023-Academic/377-3731

Date: 28-03-2024
by email only
MOST URGENT

The Deputy Commissioner
Kendriya Vidyalaya Sangathan
All Regional Office

Subject:- Activation of PPL GOV IDs of KVs linked with KVS Online Admission Portal and Verification/update of Profile of Kendriya Vidyalayas on OLA Portal for fresh admission to Class-I session 2024-25.

Madam/Sir

This is regarding Online Admission for Class I for academic session 2024-25 through the OLA Portal. All Regional Offices are requested to ensure the Govt. email ids of ROs/KVs, under their jurisdiction, operational, as these PPL Govt. IDs will be used for login to the admission Portal (<https://oladashboard.kvs.gov.in>). Hence, each Regional Office and KV must ensure that they are able to login their PPL Govt. ID by login on <https://email.gov.in>

Principal may be instructed to carry out the following-

1. After login to the <https://email.gov.in> each KV needs to send the test mail from their PPL Govt. ID mentioned in the attached excel sheet (**Annexure-1**) to kvsolahelpdesk@gmail.com for verification kindly use the following subject line compulsorily for sending mail from PPL Govt. email ID:
<KV Code>-<KV Name>-Test Mail
Kindly complete this activity by 28/03/2024
2. After sending Test Mail each Kendriya Vidyalaya is required to login to their School Dashboard interface. If required the password can be reset using forgot password option available on the portal.
3. After successful login to the KV Dashboard interface, each Vidyalaya is requested to check/update the School Profile like (**No. of sections,**

contd./2/-

Latitude and Longitude using the Map link, Sponsoring Agency name and Sponsoring Agency Quota as No.) as per KV Admission Guidelines and then submit the detailed step by step.

4. There are some fields in the School Profile page which are not editable by the KVs, if any changes are required in the un-editable field, like Parliamentary Constituency, District etc., by the KVs, kindly send the request on mail ID kvsolahelpdesk@gmail.com only, in the below given format for response from helpdesk team KVS(HQ).

Subject: Region() KV Code() Change in()

Body Text: Issue Description

Name of field in which correction is required

Wrong Data:

Correct Data:

5. Each Vidyalaya (Civil/ Defence, Project, IHL sector) needs to map the organization as per KVS Admission Guidelines to categorize them in different Admission Category/Sub-Category prospective parents who would be registering for Online Admission of their wards. It would be enable parents to search and select their category from the list available on portal. With the sincere effort of Vidyalayas, the chances of selection of wrong Admission category by the parents will be reduced to minimum. Each Kendriya Vidyalaya therefore needs to check and validate the existing Organization mapping

All new Kendriya Vidyalaya taking part on online admission for the first time should prepare and update their organization mapping as per the admission guidelines.

6. Each Kendriya Vidyalaya must also update Parliamentary Constituency and district data in school profile(if required).
7. The Nodal Officer for admission of all Regions are requested to monitor and check the profile of each Kendriya Vidyalayas under their jurisdiction by 28.03.2024 to avoid errors in online short listing process.
8. A certificate **(Annexure-1)** duly filled and signed by the Deputy Commissioner of the region may be sent at email ID acedpkvs@gmail.com by 28.03.2024.
9. Helpdesk details available on KVS online admission portal (kvsonlineadmission.kvs.gov.in) is to be checked and if any changes are required, the details may be compiled by the Regional Offices and sent at email id kvsolahelpdesk@gmail.com

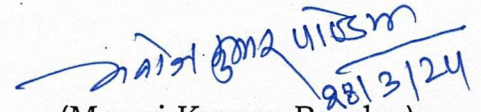
contd/3/-

10. The KVs, where Bal Vatika-3 is running in the session 2023-24, should check that one section is already reduced, if not reduced then reduce one section from the total number of sanctioned sections available for admission in class-I in the OLA Dashboard should be reduced as per staff strength 2024-25.
11. The Kendriya Vidyalayas where online admission of Class-I will **NOT** be done through KVS OLA Portal have been deactivated as per KVS (Hq) record (list attached at Annexure - 2). In case of any discrepancy please refer to point no. 4 of this letter.

It is pertinent to mention here that updation of School Profile/ Region Profile is to be done meticulously as updating the data will not be possible once the portal is live.

In case of any query, an email may be sent to KVS Online Admission Helpdesk kvsolahelpdesk@gmail.com.

Yours faithfully,



(Manoj Kumar Pandey)

Assistant Commissioner (EDP)

Encl. Annexure 1 & Annexure 2.

Copy to:-

1. PS to Commissioner KVS New Delhi.
2. PS to Additional Commissioner (Acad)
3. PA to Joint Commissioner (Acad)