



HOLY CROSS SCHOOL

Bokaro Steel City

ADMISSION NOTICE : 2018-2019

(For Class - I)

The candidates displayed in the selection list (given separately) are requested to come along with their parents (**Father & Mother**) for admission on the dates given below. Kindly refer to the selection list for details. Admission procedures start at **7:30 AM** on the following dates and will continue till **12:00 Noon**. Latecomers will not be entertained in any case. Refer to the separate notice for Pending Result cases.

SL	DATE OF ADMISSION	REGISTRATION NUMBERS (FROM – TO)
1	13/03/2018	1 to 74
2	14/03/2018	76 to 154
3	15/03/2018	155 to 201

Parents or guardians are requested to follow the Instructions given below for the smooth admission process:-

1. At the time of Admission **ONLY CASH** will be accepted. Cheque payments will not be accepted.
2. Approximate amount (**IN CASH**) to be brought at the time of Admission is ₹ 25,000/- (Rupees Twenty-five Thousand only). This amount is inclusive of the Bus Fee.
3. Bus Fee will not be applicable for those who do not avail School Bus.
4. Kindly show your Registration Form or Registration Number at the Reception Counter and collect the duly filled in Admission Form, along with Fee Denomination Slip, ID Card Form, Bus Fee Slip (if applicable) from the Reception Counter.
5. Your ward's Class and Section will be allotted at the reception counter itself by the teacher in charge.
6. Please mention whether your ward intends to avail School Bus or not. If your ward intends to avail school Bus, fill the Bus Fee also in Pay-in-Slip.
7. Write the Name, Class & Section and Serial Numbers of ₹ 2000 and ₹ 500 rupee notes on the Denomination Slip. Leave the space for Admission Number blank, as a fresh Admission number will be allotted.
8. Visit the Fee Counter, Queue up and wait for your turn to remit the fee at the counter.
9. Submit the Fee Denomination Slip, Bus Fee Slip (if any), Admission Form along with photocopies of Birth Certificate, Aadhaar Card and UKG Report Card at the Fee Counter.
10. Tuition Fee and Bus Fee (if applicable) will be collected for 3 months' (April 2018 – June 2018)
11. Submit the Fee at the counter and collect the Money Receipt. Keep some ₹ 5, ₹ 10, ₹ 20, ₹ 50 rupee notes ready with you in case of shortage of smaller denomination notes at the counter.
12. Check the entries and sign (**Father & Mother**) in the Manual Admission Register and collect the School Diary, Belt etc. Then the Admission Procedure is complete.

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13. Corrections in spelling of Candidate's Name, Father's Name, Mother's name or Date of Birth notified on the day of Interaction have to be completed within the stipulated time and a corrected copy of Aadhaar Card or Birth Certificate to be submitted as soon as possible
14. Make sure that you give the correct details in your admission form.

NOTICE FOR CANDIDATES WHOSE RESULT IS PENDING

The candidates whose name is in the Pending List are requested to meet the Principal along with their parents (Father & Mother) on 15/03/2018 from 7:30 AM to 9:30 AM. After the meeting with the Principal, if the pending result is cleared for admission, they will be allotted class & section so that they can take admission on the same day.

Kindly visit the school and meet the undersigned between 7:30 AM and 9:30 AM on 15th March 2018 as the Principal will not be available after 9:30 AM.

Date: 07/03/2018

PRINCIPAL