



NAVAL KG, COLABA, MUMBAI

Old Navy Nagar, Colaba, Mumbai- 400005.
Phone No: 022 68525640 Mob: 7208512102
Email: navalkgmumbai@gmail.com

Date 20-02-2026

Dear Parents / Guardians,

1. Naval Kindergarten, Colaba is presently in the process of **merging with Navy Children School, Mumbai**. Upon completion of the merger formalities, both institutions shall function as a unified educational institution under the name: **Navy Children School (Mumbai)**
2. In view of the ongoing merger process and proposed academic integration, students presently studying in **Balvatika-III (UKG)** during Academic Year **2025-26** shall be eligible for consideration for **promotion to Class I at Navy Children School (Mumbai) for Academic Year 2026-27**, subject to completion of prescribed formalities.
3. Since the merger envisages functioning under a single institutional framework, issuance of Transfer Certificate (TC) shall not be required for students seeking continuation in Class I at Navy Children School (Mumbai).

A. PROCEDURE FOR CONTINUATION IN CLASS I AT NCS (MUMBAI)

4. Parents/Guardians desirous of continuing their ward in Class I at NCS (Mumbai) for AY 2026-27 are required to:
 - (a) **Submit Form-A** (Request for Promotion to Class I) duly completed, on or before **27 February 2026**.
 - (b) **Report in person** at the office of **Navy Children School (Mumbai)** during the reporting window from **01 March 2026 to 20 March 2026**, to complete admission formalities.
 - (c) At the time of reporting, **submit self-attested copies** of the following documents:
 - Birth Certificate of the child
 - Aadhaar Card of the child
 - Aadhaar Cards of both parents
 - (d) Fill and sign the prescribed admission confirmation form at NCS (Mumbai).
5. Admission to Class I at NCS (Mumbai) shall stand confirmed only upon:
 - Submission of Form-A within stipulated time, and
 - Completion of reporting and documentation formalities by 20 March 2026.
6. Failure to complete the above formalities within the prescribed timeline may result in the seat being processed in accordance with the applicable admission policy.



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B. PROCEDURE FOR WITHDRAWAL / TRANSFER CERTIFICATE

7. Parents/Guardians who do not wish to continue their ward at NCS (Mumbai) and intend to seek admission elsewhere are required to:
 - (a) **Submit Form-B** (Withdrawal Request Form), and
 - (b) Submit the duly completed Transfer Certificate application form (as per school diary), **on or before 27 February 2026** to enable timely processing of Transfer Certificate.
8. Parents are requested to adhere strictly to the above timelines to facilitate orderly academic planning for AY 2026-27.
9. This circular is issued with the approval of the Competent Authority.

(Rinti Sengupta)
Headmistress
Naval Kindergarten, Colaba