

K. V. RAILWAY COLONY KHARAGPUR

**Documents required at the time of admission:**

The following documents are to be attached along with Admission form **at the time of admission .**

1. Printout of Online Submitted Registration form
2. Dully Filled Admission Form (to be down loaded from the Vidyalaya website)  
<https://rckharagpur.kvs.ac.in>
3. One passport size current **colored photograph** of the child
4. Original & Self-attested Xerox copy of **birth certificate** of the child .
5. Self-attested Xerox copy of Aadhar card of the child
6. Self-attested Xerox copy of **child's caste Certificate(SC/ST/OBC- non creamy layer)**
7. SC/ST/OBC-NCL caste certificate in the name of child as per the guidelines.
8. **OBC- non creamy layer Certificate should be issued by the competent authority not more than 6 month before as on 31.03.2024.**
9. **Blood group** report of the child in original.
10. Original copy of **parent's service Certificate** duly signed & sealed by the competent authority **with complete official address & contact number**  
(For Railway Employee APO/DPO/WPO/Sr DFM/SDSC)
11. Details of Transfer of parents duly signed with competent authority, if transferred.
12. Self- attested Xerox copy of Identity card of Govt. Employee & Salary slip)
13. Self-attested Xerox copy of **Proof of Residential Address** as mentioned in the registration form  
(**Any two of these**-Electric bill, Telephone bill, Gas connection paper, Quarters allotment paper, Bank Pass Book, rented house Agreement Paper supported with gas papers etc.)
14. Self-attested xerox copy of **BPL Ration card** (PHH/SPHH/ANTORDAYA /AAY)  
Photo copy of BPL Ration Card with correct spelling of the BPL card holder should be verified by food inspector/BDO with family Income Certificate **( income as per govt of West Bengal)** issued by the SDO, Kharagpur.
15. **EWS Certificate from Govt. of WEST BENGAL authority not below SDO as per Format Attached (Annexure-C)** in the Vidyalaya Website (Income and Asset Certificate for EWS)
16. Distance certificate from ward Councilor /Chairman in original showing Distance from place of residence to school for RTE candidates subject to verification.
17. Dully filled self-declaration format-Annexure-1 (to be downloaded from the Vidyalaya website)