

FRESH ADMISSIONS

Session 2026-27

General Instructions for Parents:

To ensure a smooth admission process, all parents are requested to adhere to the following schedule and guidelines:

1. Visit Timings

Class 1: **9:00 AM to 12:00 PM**

Class 2 and Onwards: **12:00 PM to 1:00 PM**

2. Required Documents

1. **Birth Certificate**
2. **Copy of the online registration form** *(for class I candidates)*
3. **Aadhaar Card** *(of the child)*
4. **Service Certificate (having details of transfers if any in the last 7 years)**
(For Project and Govt. employees)
5. **Proof of Residence:** Electricity Bill /LPG customer copy/ Quarter Allotment Letter/Any other valid document.
6. **Category Certificate:** SC/ST/OBC-NCL/EWS/BPL
(in respect of the child, if the child belongs to the above categories)
7. Undertaking of Residential Distance less than 8 KM
(for RTE Candidates residing outside the township)
8. **Blood Group Report:** An official report from a diagnostic lab.
9. **Photographs:** 2 recent passport-size photos of the child.

Note:

1. Please bring original documents for verification purpose.
2. For any assistance, please contact the following members of the admission helpdesk:
 - Shri Alok Kumar, PGT CS – 9525866810
 - Shri Jhulan Garai, PGT Physics – 9083013040
 - Smt. Mandira Mitra, PGT Chemistry - 9563466169
 - Shri Sukhendu Jana, TGT SST – 9732596039
 - Shri Gouranga Dutta, TGT Eng - 9002115744
 - Shri Gaurav Kumar, JSA – 6294323912