

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
DIRECTORATE OF EDUCATION PRIVATE SCHOOL BRANCH)
OLD SECRETARIAT, DELHI-110054

NO.F. DE15()/PSB/2019/13009-014

Dated: 22/11/19

CIRCULAR

Sub: In continuation of earlier endorsement dated 09/10/2019.

Whereas, vide circular dated 13.11.2019, this Directorate issued admission schedule for Entry level Classes (below six years of age) in Private Unaided Recognized Schools of Delhi, issued instructions and admission schedule for conducting admissions for the Open Seats (other than EWS/DG category seats) for the academic session 2020-21.

And whereas, vide endorsement no. No.DE.15 (469)/PSB/2019/11889-93 dated 09/10/2019, this branch endorsed the circular no. DE.23 (363)/Sch. Br./2016/1553 dated 19/09/2016 regarding minimum and maximum age relaxation for admission in class(es) Nursery/ KG/ Class-I for compliance in all Private Unaided Recognized Schools in GNCT of Delhi.

And whereas, vide circular No. DE.23 (363)/ Sch. Br./2018/2037 dated 27/02/2019, at in point 7, regarding age relaxation, it is mentioned as under:

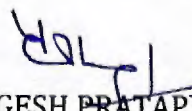
"Further the age relaxation of upto 30 days may be granted at the level of heads of Schools in the maximum as well as minimum age limit for classes Nursery & KG/ Class-I as per circular no. DE.23.(363)/ Sch.Br./2016/1553 dated 19.09.2016."

In continuation of the above, the circular No. DE.23(363)/ Sch. Br./2018/2037 dated 27/02/2019 issued by Addl. DE(School) is hereby further endorsed for compliance by all the Private Unaided Recognized Schools in respect of age relaxation for admission in class(es) Nursery/ KG/Class-I.

And Whereas, in pursuance to the above said circulars and its subsequent endorsements, it is clarified that any parents seeking age relaxation in respect of their ward, may approach the concerned school Principal/ HoS for seeking the exemption through a manual applications for his/her consideration.

This issue with the prior approval of the Competent Authority

Encl: As above


(YOGESH PRATAP)
(DEPUTY DIRECTOR OF EDUCATION)
PRIVATE SCHOOL BRANCH

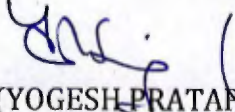
NO.F. DE15()/PSB/2019/13009-014

Dated: 22/11/19

Management of all the Private Unaided Recognised Schools in GNCT of Delhi.

Copy to :

1. PA to Director(Education), Directorate of Education, GNCT of Delhi.
2. All RDEs, Directorate of Education, GNCT of Delhi.
3. All DDEs, Directorate of Education, GNCT of Delhi.
4. All Zonal Officers of Directorate of Education, GNCT of Delhi.
5. OS (IT), Directorate of Education, GNCT of Delhi.


(YOGESH PRATAR)
(DEPUTY DIRECTOR OF EDUCATION)
PRIVATE SCHOOL BRANCH



GOVERNMENT OF NATIONAL CAPITAL TERRITORY DELHI
DIRECTORATE OF EDUCATION : SCHOOL BRANCH
OLD SECRETARIAT : DELHI-110054

No. DE.23 (363)/ Sch.Br./2018/ 2037

Dated: 27/02/2019

CIRCULAR

Sub.: Guidelines for Heads of Government Sarvodaya Vidyalayas regarding admissions to Nursery (3+) & KG/Class-I (Entry Class) for the Academic Session 2019-20.

All the Heads of Govt. Sarvodaya Vidyalayas are directed to follow the following guidelines for admission to Nursery (3+)/KG/Class-I (Entry Class) for the Academic Session 2019-20:-

Nursery/KG/Class-I (Entry Class):-

1. Each Sarvodaya Vidyalaya has at least one section of Nursery/ KG/Class-I (Entry Class).
2. Each section of Nursery/ KG/Class-I will consists of 40 students.
3. Children residing in Delhi and in the vicinity of 1 km. of the school (if a Sarvodaya Vidyalaya is not available in vicinity, then residents within a radius of 3 km. of the school) shall be eligible to apply. However, if adequate number of children (40 per section) do not apply, willing children residing beyond 3 km must be enrolled.
4. For the academic session 2019-20, the issuance of application form will commence w.e.f. **01-03-2019 (Friday)** and the last date for submission of filled in application forms by the parents is **16-03-2019 (Saturday)** during the school working hours.
5. Application forms along with Guidelines for parents will be available on Department's website. The same are to be downloaded by Heads of Schools and provided (free of cost) to parents who wish to apply for admission of their wards. **During School Timings, application forms must be available with the security guard at entrance of school, so that parents don't have to wait to obtain application form.**
6. Application forms, complete in all respect, will be received in the morning shift schools from 8.30 AM to 10.30 AM and in the evening shift schools from 2.30 PM to 4.30 PM from **01-03-2019 (Friday) to 16-03-2019 (Saturday) (both days inclusive)** on all working days. An acknowledgement slip (Part-E of application form) is to be issued to the parents/guardians as a token of receipt of filled in application form.

7. The application forms of only those children will be considered for admission to Nursery Class who have completed 3-years of age as on 31-03-2019 (child must be born between 01-04-2015 and 31-03-2016), for admission to Class KG, those children who have completed 4-years of age as on 31-03-2019 (child must be born between 01-04-2014 to 31-03-2015) and for admission to Class I, those children who have completed 5-years of age as on 31-03-2019 (child must be born between 01-04-2013 and 31-03-2014). Older children are to be given admission in age appropriate class, as per circular no. DE.23.(363)/Sch. Br./2016/1553 dated 19/09/16, in line with Right to Education Act.

Further, the age relaxation of upto 30 days may be granted at the level of Heads of Schools in the maximum as well as minimum age limit for Classes Nursery & KG/Class-I as per circular no. DE.23.(363)/Sch. Br./2016/1553 dated 19.09.2016.

Additional age relaxation is to be provided to Specially abled children, as per circular No. DE.40(20)/EVG/IEDC/Circular/98/7109-8699 dated 6.01.2003. HoS are to pay special attention that no child, and with even more specific focus, any special child remains out of schools.

8. If the number of applications received for Nursery and KG/Class-I is less than or equal to the required number of students to be admitted in each category, draw of lots will NOT be conducted and all eligible candidates shall be admitted

9. If required, the draw of lots shall be held in the presence of parents/guardians on **22-03-2019 (Friday) at 11.00 AM** in the morning shift schools and **3.00 PM** in evening shift schools. The list of children selected through **draw of lots shall be displayed on school Notice Board on 23-03-2019 (Saturday) at 11.00 AM in Morning/General Shift Schools & at 03:00 PM in Evening Shift Schools. Admission procedure will start from 25-03-2019 (Monday) and be completed by 29-03-2019 (Friday).** If any seat is left vacant, admission of children placed in waiting list will be done from **01-04-19 (Monday) to 02-04-19 (Tuesday).**

10. Reservation of seats will be as follows:-

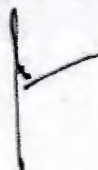
(i) 15% seats for Scheduled Caste candidates.

(ii) 7.5% seats for Scheduled Tribe candidates.

(iii) 3% seats for Physically Handicapped (to be duly certified by a Govt. Hospital).

(iv) 2% for the wards for the employees of the Directorate of Education (1% for the wards of Ministerial staff and 1% for teacher's wards).

11. In case of non-availability of candidates in the reserved categories, the vacant seats may be given to the unreserved candidates as per the order of name in the waiting list.



12. The following documents are required to be produced by the parent/guardian at the time of admission:-

1. Details of Date of Birth (any one):

- i. Original Date of Birth Certificate issued by MCD or any other local body.
- ii. Anganwadi record.
- iii. Hospital/Auxiliary Nurse and Midwife (ANM) register record.
- iv. An Undertaking by the Parents regarding Date of Birth as per Part-B of the Application Form.

2. One passport size photograph of the child.

3. Anyone of the following documents as **residence proof of Delhi:-**

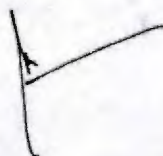
- i. Ration Card issued in the name of parents having name of the child.
- ii. Domicile certificate of child or parents.
- iii. Voter I card of any of the parents.
- iv. Electricity bill/MTNL telephone bill/Water bill.
- v. Bank Passbook in the name of child or parents.
- vi. Aadhar card of parents/child.
- vii. Passport in the name of any of the parents/child.

Note: Admission will not be denied to any specially abled child, destitute child, refugee/asylum seeker, homeless, migrant, orphan or Child in Need of Care & Protection in any Govt. school due to non availability of essential documents at the time of admission in the School.

Provisional admission for 30 days will be allowed on the basis of simple undertaking on plain paper by the parents/guardians. Head of Schools will provide details of such students to CRCs.

CRCs and SMC Members will help the students and parents in making these documents available to them, so that the provisional admission may be regularised within the stipulated time and the students may be able to take the advantage of Direct Benefit Transfer (DBT) of welfare schemes in their bank accounts.

13. For the students admitted in the session 2019-20, Student ID must be generated from 1st April, 2019 onward.



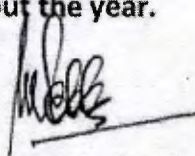
14. Before Student ID generation, Student should be asked if he/she has studied in Delhi Govt. School earlier, if yes generation of new ID must be avoided as in this case the HoS will face problem of Duplicate Student ID. Such student may be admitted online as per circular no. DE.23(363)/Sch.Br./2018/1085 dated 25-07-2018 regarding 'Old Student Admission with Gap'.

15. Primary Classes will begin w.e.f. 1st April, 2019 (Monday) including Nursery & KG.

16. Information regarding number of seats available in Nursery & KG/Class-I, along with admission & reservation criteria, date of submission of admission form, date & time of draw of lots shall be displayed on School Notice Board, along with a flex banner (Size- 4'x3') outside school informing about entry level seats in the school in Nursery/KG/1st as per Format enclosed.

17. HOS must make sure that no seat in Sarvodaya Vidyalaya remains vacant. For this purpose, HOS to maintain waitlist of students with contact details throughout the year.

This issues with prior approval of the Competent Authority.


Dr. Saroj Sain
Addl.DE (School)

Encl: As above.

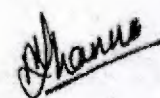
DE.23 (363)/Sch.Br./2018/2037

Dated: 27/02/2019

All Heads of Govt. Sarvodaya Vidyalayas under Directorate of Education through DEL-E.

Copy to:-

1. PPS to Secretary (Education).
2. PS to Director (Education).
3. All RDsE/DDsE(District/Zone) to ensure compliance.
4. System Analyst for uploading on MIS.
5. Guard File.



DDE (School)

FORMAT FOR DISPLAY OF INFORMATION OF SEATS IN ENTRY LEVEL CLASSES

Name of School:.....

School ID:.....

Phone:.....

Entry Class	Number of Sections	Total Seats at Entry Level (@40 per sec)
NURSERY		
KG		
FIRST		

Date of Submission of forms:

Date & Timing of Draw of Lots:-



GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
DIRECTORATE OF EDUCATION: SCHOOL BRANCH
OLD SECRETARIAT: DELHI-110054.

No. DE.23(363)/Sch.Br./2016/1553

Dated: 19-09-2016

CIRCULAR

Sub: Age Criteria for Non-Plan Admissions in Govt. Schools.

Section 4 of the Right of Children to Free and Compulsory Education Act 2009 says, "Where a child above six years of age has not been admitted to any school or though admitted, could not complete his or her elementary education, then, he or she shall be admitted in a class appropriate to his or her age". The concept of age appropriateness prescribed by the law up to the completion of elementary education cannot be ignored in subsequent classes as it is required from peer learning and pedagogical point of view as well. Therefore, building upon the "age-class" relation established under the RTE Act, the Directorate of Education has continued with the prescribed age in natural progression for subsequent classes as well. Further, the Directorate also recognizes the fact that the stipulation of age cannot be in a straight jacket form. Hence, a relaxation of 6 months in terms of under and over age is also allowed.

In supersession to circulars No. DE.23(363)/Sch.Br./2014/452 dated 04.04.2014, DE.23(363)/Sch.Br./2016/683 dated 29.04.2016, DE.23(363)/Sch.Br./2016/1170 dated 13.07.2016 and DE.23(363)/Sch.Br./2016/1246 dated 01.08.2016 regarding Appropriate Age Criteria for Admission in Govt. Schools under Directorate of Education, all the Heads of Govt. Schools under Directorate of Education are hereby informed that the following criteria is to be followed for Non Plan Admission in Govt. Schools:

The age criteria for class KG to XII will be as mentioned below:-

Class	Appropriate Age as on 31 st March of the year
KG	The age of child should be 4+ but less than 5 years
I	The age of child should be 5+ but less than 6 years
II	The age of child should be 6+ but less than 7 years
III	The age of child should be 7+ but less than 8 years
IV	The age of child should be 8+ but less than 9 years
V	The age of child should be 9+ but less than 10 years
VI	The age of child should be 10+ but less than 12 years
VII	The age of child should be 11+ but less than 13 years
VIII	The age of child should be 12+ but less than 14 years
IX	The age of child should be 13+ but less than 15 years
X	The age of child should be 14+ but less than 16 years
XI	The age of child should be 15+ but less than 17 years
XII	The age of child should be 16+ but less than 18 years

- In addition to the above Table, further age relaxation is being granted at the level of Heads of Schools in the maximum as well as minimum age for 1 month for classes KG to V level as on 31st March of the year.
- Simultaneously, age relaxation is also being granted at the level of Heads of Schools in maximum as well as minimum age for 6 months as on 31st March of the year to all students seeking admission from class VI to X and XII in all the Govt. Schools under Directorate of Education.

- However, for class XI in addition to the above table, relaxation shall be granted in maximum and minimum age for one year as on 31st March of the year to those students seeking admission in class XI in the Govt. Schools under Directorate of Education, who have passed class X from CBSE or equivalent Board and there is no gap year.

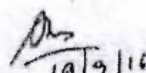
Illustration:

A student who has completed 14 years of age on 31st March of the year and has passed Class X from CBSE or an equivalent Board may be granted admission in Class XI after allowing 1 year age relaxation in the minimum age criteria.

A student who is above 17 years of age but has not completed 18 years of age on 1st April of the year and has passed Class X from CBSE or an equivalent Board may be granted admission in Class XI after allowing 1 year age relaxation in the maximum age criteria.

- The above age criteria is not applicable to **Plan Admissions** and the existing students of Government Schools.
- The child who is below 14 years of age and have an SLC of a class lower than his age appropriate class may be enrolled in Special Training Centres (STC) and then brought to his age appropriate class. This provision is intended to mainstream all out of school children, including those who due to extreme learning deficiencies cannot be admitted to age appropriate classes.
- The Directorate of Education is going to introduce class IX in Patrachar Vidyalaya from next academic session i.e. 2017-18 for students who do not meet the appropriate age criteria. In case of a student who is at least 13 years old as on 31st March of the year when seeking admission, there will be no upper age bar and neither the School leaving certificate nor class VIII pass certificate is required for admission.
- Patrachar Vidyalaya is already functional for classes X to XII. The child should be at least 14 years of age as on 31st March of the year of seeking admission in Class X. Here again, there is no upper age bar and no requirement for school leaving certificate nor class VIII pass certificate.

This issues with the prior approval of the Competent Authority.


(DR. (MRS.) SUNITA S KAUSHIK)
ADDL.D.E.(SCHOOLS)

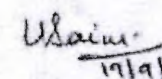
All Heads of Govt./Govt. Aided Schools under Directorate of Education through DEL-E

No. DE.23 (363)/Sch.Br./2016/ 1553

Dated: 19.09.2016

Copy to:-

1. PS to Secretary (Education).
2. PS to Director (Education)
3. All RDEs/ DDEs (District/Zone)/DEOs for information and necessary action.
4. Commissioner NDMC (North Delhi).
5. Commissioner EDMC (East Delhi).
6. Commissioner SDMC (South Delhi).
7. Director Education NDMC.
8. CEO DCB
9. OS (IT) to please paste it on the website.
10. Guard File.


(Usha Saini)
DDE (SCHOOLS)

15/c

Date 6/1/2003

GOVERNMENT OF NCT OF DELHI
DIRECTORATE OF EDUCATION
ADMINISTRATIVE CELL IEDC SCHEME,
Plot No.3, Link Road, Karol Bagh, New Delhi-05

No. DE40(20) EVG/ IEDC /Circular/98/7109-8699

Dated : 6/01/2003

Circular

In pursuance with the Persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation), Act 1995. All the Principal/Vice Principals/Heads of ~~Govt./Govt. Aided/Recognized Schools~~ in the National Capital Territory are hereby directed to note that the age relaxation for admission for disabled children ~~at entry stage will be 9 years instead of 5-6 years. The upper age limit will remain at 18 years.~~ Therefore, further directed to ensure that such children are not denied admission in schools only because of their age.

--Sd--
(Rajendra Kumar)
Director of Education

No. DE40(20) EVG/ IEDC /Circular/98/7109-8699

Dated : 6/01/2003

1. Joint Secretary(SE), M/o Human Resource Development, Deptt. of Sec. & Higher Education, Govt. of India, Shastri Bhawan, New Delhi.
2. Addl. Director of Education (Schools), Dte. of Edn., Old Sectt. Delhi.
3. All the Regional Directors, Dte. of Edn., Old Sectt. Delhi.
4. Deputy Directors of Education, Distt. East, North-East, North, North West-A, North West-B, West-A, West-B, South West-A, South West-B, South & Central/New Delhi.
5. All the Heads of the schools under the Dte. of Edn., Delhi through Dy. Directors of Education concerned.
6. Dy. Director of Education (Sc.), Nodal Officer, IEDC Scheme, Old Gargi College Building, Lajpat Nagar-IV, New Delhi
7. Co-ordinator Administrator Cell, IEDC Scheme, 3, Link Road, Karol Bagh, New Delhi-05
8. Special Education, Administrative Cell IEDC Scheme, 3, Link Road, Karol Bagh, New Delhi.
9. P.S. to Secretary Education, Old Sectt. Delhi.
10. P.S. to D.E., Dte. of Edn., Old Sectt. Delhi.
11. Master File

--Sd--
(B.N. Bajpai)
Dy. Director of Education(Sc.)
Nodal Officer, IEDC Scheme.

-6- *for B.N. Bajpai*
22/1/03

GOVT. OF NATIONAL CAPITAL TERRITORY OF DELHI
DIRECTRATE OF EDUCATION
(PRIVATE SCHOOL BRANCH)
OLD SECTT: DELHI-54

No.DE.15(469)/PSB/2019/11889-93

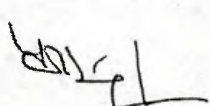
Dated:- 09/10/19

ENDORSEMENT

The copies of the under mentioned Circular/Guideline issued regarding Minimum and Maximum age relaxation for admission in Class Nursery/K.G/Class-I is endorsed herewith for compliance: -

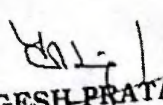
S.NO.	Department/Branch Name	Circular/Order No. and Date	Subject
1.	School Branch, Directorate of Education.	No.DE.23(363)/Sch.Br./2016/1553 dated 19.09.2016	Age Criteria for Non-Plan Admissions in Govt. Schools.

Encl: As above.


(YOGESH PRATAP)
DEPUTY DIRECTOR OF EDUCATION (PSB)

Copy to:-

1. All HOS/Manager of Private Unaided Recognized Schools, GNCT of Delhi.
2. All RDEs, Directorate of Education, Govt. of NCT of Delhi.
3. ALL DDEs, Directorate of Education, Govt. of NCT of Delhi.
4. All Zone Officers of Directorate of Education, GNCT of Delhi.
5. Website of Directorate of Education, GNCT of Delhi.


(YOGESH PRATAP)
DEPUTY DIRECTOR OF EDUCATION (PSB)



**GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
DIRECTORATE OF EDUCATION: SCHOOL BRANCH
OLD SECRETARIAT: DELHI-110054.**

No. DE.23(363)/Sch.Br./2016/ 1553

Dated: 19-09-2016

CIRCULAR

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- Simultaneously, age relaxation is also being granted at the level of Heads of Schools in maximum as well as minimum age for 6 months as on 31st March of the year to all students seeking admission from class VI to X and XII in all the Govt. Schools under Directorate of Education.

- However, for class XI in addition to the above table, relaxation shall be granted in maximum and minimum age for one year as on 31st March of the year to those students seeking admission in class XI in the Govt. Schools under Directorate of Education, who have passed class X from CBSE or equivalent Board and there is no gap year.

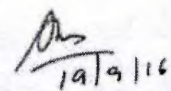
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A student who has completed 14 years of age on 31st March of the year and has passed Class X from CBSE or an equivalent Board may be granted admission in Class XI after allowing 1 year age relaxation in the minimum age criteria.

A student who is above 17 years of age but has not completed 18 years of age on 1st April of the year and has passed Class X from CBSE or an equivalent Board may be granted admission in Class XI after allowing 1 year age relaxation in the maximum age criteria.

- The above age criteria is not applicable to **Plan Admissions** and the existing students of Government Schools.
- The child who is below 14 years of age and have an SLC of a class lower than his age appropriate class may be enrolled in Special Training Centres (STC) and then brought to his age appropriate class. This provision is intended to mainstream all out of school children, including those who due to extreme learning deficiencies cannot be admitted to age appropriate classes.
- The Directorate of Education is going to introduce class IX in Patrachar Vidyalaya from next academic session i.e. 2017-18 for students who do not meet the appropriate age criteria. In case of a student who is at least 13 years old as on 31st March of the year when seeking admission, there will be no upper age bar and neither the School leaving certificate nor class VIII pass certificate is required for admission.
- Patrachar Vidyalaya is already functional for classes X to XII. The child should be at least 14 years of age as on 31st March of the year of seeking admission in Class X. Here again, there is no upper age bar and no requirement for school leaving certificate nor class VIII pass certificate.

This issues with the prior approval of the Competent Authority.


 (DR. (MRS.) SUNITA S KAUSHIK)
 ADDL.D.E.(SCHOOLS)

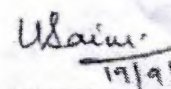
All Heads of Govt./Govt. Aided Schools under Directorate of Education through DEL-E

No. DE.23 (363)/Sch.Br./2016/ 1553

Dated: 19-09-2016

Copy to:-

1. PS to Secretary (Education).
2. PS to Director (Education)
3. All RDEs/ DDEs (District/Zone)/DEOs for information and necessary action.
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10. Guard File.


 (Usha Saini)
 DDE (SCHOOLS)

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
DIRECTORATE OF EDUCATION (PRIVATE SCHOOL BRANCH)
OLD SECRETARIAT : DELHI-110054.

NO.F.DE.15(172)/PSB/2016/12671-81

Dated: - 13/11/2019

CIRCULAR

Sub: Admission Schedule for Entry Level Classes (below six years of age) for open seats in Private Unaided Recognized Schools of Delhi for the session 2020-21.

In order to conduct the admission process smoothly at the Entry Level Classes (below six years of age) in Private Unaided Recognized Schools of Delhi, the following instructions and admission schedule are issued for conducting admissions for the Open Seats (other than EWS/DG Category seats) for the academic session 2020-21.

1. ADMISSION SCHEDULE

S. No.	Particulars	Time schedule
1.	Uploading the criteria and their points in the module of the Department at the link mentioned at point No. 7	28.11.2019 (Thursday)
2.	Commencement of admission process and availability of forms	29.11.2019 (Friday)
3.	Last date of submission of application forms in schools	27.12.2019 (Friday)
4.	Uploading details of children who applied to the school for admission under Open Seats	10.01.2020 (Friday)
5.	Uploading marks (as per point system) given to each of the children who applied for admission under open seats	17.01.2020 (Friday)
6.	The date for displaying the first list of selected children (including Waiting List) (along with marks allotted under point system)	24.01.2020 (Friday)
7.	Resolution of queries of parents, if any (by written/email/verbal interaction) regarding allotment of points to their wards in the first list.	27.01.2020 (Monday) to 03.02.2020 (Monday)
8.	The date for displaying the second list of children (If any) (including Waiting list) (along with marks allotted under point system)	12.02.2020 (Wednesday)
9.	Resolution of queries of parents, if any (by written/email/verbal interaction) regarding allotment of points to their wards in the second list.	13.02.2020 (Thursday) to 19.02.2020 (Wednesday)
10.	Subsequent list of admission, if any	06.03.2020 (Friday)
11.	Closure of admission process	16.03.2020 (Monday)

2. No deviation from the above schedule shall be permitted. Each school shall display the aforesaid admission schedule on its notice board and website. Further each school shall ensure that application forms for admission are made available to all applicants till the last date of submission of admission's application form i.e. **27/12/2019**. Only Rs. 25/- (Non-refundable) can be charged

from the parents as admission registration fee. The purchase of prospectus of the school by the parents shall be optional.

3. All Private Unaided Recognized Schools admitting children in pre-school, pre-primary and/or Class-I level shall reserve 25% seats for EWS/DG category students & Child with Disability as defined in RPWD Act, 2016 (under Section 12(1)(c) of Right to Education Act, 2009) at Entry Level Classes, wherever fresh admissions are made as directed by the Hon'ble High Court of Delhi vide order dated 24/05/2012 in WP (C) No. 8434/2011 and circulated vide this Directorate's Circular No. 2393-2004 dated 04/06/2012.


4. Further all schools shall comply with the notification dated 28/02/2012 which directs that the number of seats at the entry level/s shall not be less than the highest number of seats in the entry level classes during the last three years 2017-18, 2018-19 & 2019-20. The details of all entry level classes (i.e. Nursery/KG/1st) along with the seats available for admission must be declared by all schools on the module to this directorate's website as well as on their notice board/website and hard copy in Format-1 duly signed by head of the school concerned shall be furnished to the DDE concerned by 17/12/2019 positively. DDE (District) will compare the seats declared online vis-à-vis the hard copy submitted under the signature of Head of the school by 30/12/2019. All DDEs shall verify the completeness and accuracy of number of seats in their district, in online module and send to HQ (Private School Branch) (**Format-1 is enclosed**)

5. The Hon'ble High Court vide judgment dated 28/11/2014 in WPC-177/2014 and WPC-202/2014 observed that Private Unaided Recognized School shall devise the procedure to admit students but subject to the condition that the procedure is fair, reasonable and transparent.

In view of the observation of the Hon'ble High Court as referred above, all the Private Unaided Recognized Schools shall develop and adopt criteria for admission which shall be fair, reasonable, well defined, equitable, non-discriminatory, unambiguous and transparent.

6. Directorate of Education vide order dated 06/01/2016 has abolished 62 criteria adopted by the private schools during the admission process for the academic session 2016-17 which were found to be unfair, unreasonable and non-transparent. The Hon'ble High court in its judgement dated 04/02/2016 in WPC 448/2016 and WPC 452/2016 stayed the impugned order dated 06/01/2016 with respect to eleven criteria as mentioned in the order dated 06/01/2016 at Sl. No. 1,3,5,10,16,31,32,45,47,48 & 61. (**The copy of order dated 06/01/2016 is enclosed as Annex-1**)

In view of the aforesaid judgement, no school shall adopt such criteria as abolished by the department vide order No. DE/15/Act-I/4607/13/2015/5686-5696 dated 06/01/2016 and upheld by Hon'ble High Court in WPC No. 448/2016 vide judgment dated 04/02/2016 as referred above. (**The Hon'ble Court's order dated 04/02/2016 and the list of such criteria not to be adopted is enclosed as Annexure-2 & 3**).



However, the private unaided schools can adopt those criteria which have the sanction of Hon'ble Supreme Court or High Court in favour of the school concerned. Further, the minority schools (Religious/Linguistic) will continue to adopt criteria for the admission of applicants belonging to their minority concerned as guaranteed under the Constitution.

7. All the Private Unaided Recognized Schools shall upload their criteria adopted (including points for each criterion) for admission under **Open Seats** at Entry Level Classes (Other than EWS/DG category seats) for the academic session 2020-21 of this Directorate's website www.edudel.nic.in at the link through their login ID and password –**School Plant – School Information – Admission Criteria (2020-21)**. The said information must be uploaded by **28/11/2019**. DDE (District) will ensure that admission process is kept in abeyance for those private unaided recognized schools that fail to upload criterion by **28/11/2019**.

8. All the schools must ensure that the criterion wise break up of points of all applicant children are displayed on their website also.

9. All the Private Unaided Recognized Schools shall ensure that their admission criterion is in compliance with the provisions of Rights of Persons with Disabilities Act, 2016 in respect of admissions of Children with Disabilities.

10. The criteria and their points uploaded by the schools on the portal of this Directorate shall be available for public viewing by the parents in the scroll of the official website, i.e. www.edudel.nic.in under head **Admission Criteria (2020-21)**. Thus schools may ensure that the information uploaded on this Directorate's website is accurate and corresponds in totality with the information on their own website.

11. All the Private Unaided Recognized Schools shall upload the details of children who apply for admission under Open Seats and points allotted to each of them by the schools under their point system, on the module available on the departmental website at the link through login Id and password –**School Plant – School Information – details of applicants under open seats 2020-21**.

12. The draw of lots (if any), shall be conducted in a transparent manner in presence of parents. All the eligible parents of students in draw of lots will be informed well in advance by the school. The draw of lots will be conducted under videography and its footage to be maintained/retained by the school. The slips will be shown to the parents before putting in the box, being used for draw of lots.

13. All the Private unaided Recognized Schools shall also upload the details of children admitted and waitlisted under Open Seats and marks allotted to them by the schools under their point system on the module developed by the department at the link mentioned above.



14. As the school shall be uploading the criteria along with the related points for admission and would declare the first list of shortlisted candidates along with the points earned by them as per their criteria on 24/01/2020, 8 days time from 27th January 2020 to 03rd February 2020 (Col. No.7) is being kept for the schools to answer queries of parents regarding the points allotted to their ward on school's criterion. Schools shall have a well documented mechanism of responding to parents' queries, either through email or by noting all letters in a register etc.

15. The various standing instructions/guidelines/orders in regard to various aspects of admission process issued by this Directorate from time to time and reiterated vide Circular No. F.DE/15/Act-I/2013/6464 dated 11/01/2013 are being reproduced herewith for strict compliance.

(i) **Regarding prohibition of demand of Capitation fee/Donation at the time of admission.**

"Capitation fee means any kind of donation or contribution or payment other than the fee notified by the school". As per the order of Hon'ble High Court in LPA 196/2004 in the matter of Rakesh Goyal Vs Montfort School and Section 13(1) of RTE Act, 2009, no school or person shall, while admitting a child, collect any Capitation fee/Donation from the parents. Any school or person who contravenes this provision and receives capitation fee, shall be punishable with fine which may extend to ten times the capitation fee charged.

(ii) **Regarding prospectus and charging processing fee**

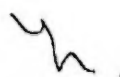
Buying of prospectus of school along with application form is not mandatory for parents and schools can neither force parents to neither buy prospectus nor charge any processing fee. Only Rs. 25/- (non-refundable) can be charged as admission registration fee from parents.

(iii) **Regarding separate admission process for main school and Montessori/Pre-School.**

The Directorate of Education vide order No. 15702-15781 dated 23/03/1999 clarified/ordered that all Pre-schools/Montessori schools being run by registered societies/trusts in Delhi as branches of recognized unaided schools in or outside the school premises shall be deemed as one institution for all purposes, therefore schools have to follow single admission process for their pre-school and main school considering them as one institution.

(iv) **Regarding Age Limit.**

- (a) For admission in the Pre-school (Nursery), Pre-Primary (KG) and class-1, the minimum age for admission in this class shall be three years, four years and five years respectively by 31st March of the year in which admission is being sought



in accordance with this Directorate of Education, order No.F./DE/15/1031/ACT/2007/7002 dated 24/11/2007

(b) Vide order dated 18/12/2015, this Directorate fixed the upper age limit for admission in entry level classes, which is as under: -

For Pre-School (Nursery)	Less than 04 years as on 31 st March of the year in which the admission is sought.
For Pre-Primary (KG)	Less than 05 years as on 31 st March of the year in which the admission is sought.
For Class-I st	Less than 06 years as on 31 st March of the year in which the admission is sought.

(v) **Regarding quantum of minimum seats at entry level.**

Directorate of Education vide notification dated 28/02/2012 directed that the number of seats at entry level/s shall not be less than the highest number of seats in the entry class during the previous three years.

(vi) **Regarding documents valid as proof of address.**

Some of indicative documents which can be considered as proof of residence of parents/child:

- (a) Ration Card/Smart Card issued in the name of parents (Mother/Father having name of child).
- (b) Domicile certificate of child or of his/her parents.
- (c) Voter I-Card (EPIC) of any of the parents.
- (d) Electricity bill/MTNL telephone bill/Water bill/Passport in the name of any of the parents or child.
- (e) Aadhaar Card/UID card issued in the name of any of the parents.

16. A Monitoring Cell shall be constituted in each district under the Chairmanship of the concerned Deputy Director (District), who shall ensure that each Private Unaided Recognized Schools must upload the criteria and their points on the online module available on this Directorate website www.edudel.nic.in as per the time line as prescribed in **para-1** and further ensure that the school shall not adopt those criteria which were abolished by the department and upheld by the Hon'ble High Court, Delhi in WP(C)-448/2016.

The Monitoring Cell also ensure that all the school must upload the details of children who applied for admission under open seats and points allotted to each of them under their point system and details of all the children admitted in the school on DoE website.

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It will also redress the grievance of the parents, if any, against the school regarding adopting the unjustified criteria received in the District manually or through online which shall be filed by the applicants at the link available in the scroll on this Directorate's website i.e. www.edudel.nic.in under heading **Grievance Redressal and Monitoring System**.

17. After closure of the admission process, Deputy Directors of Education shall compile the school-wise details of vacant seats under General Category in the Format-2 and forward the same to this branch latest by 08/04/2020 for publicizing the school-wise vacant seats details in the public domain in order to facilitate the schools to get vacant seats filled. **(Format-2 is enclosed)**

18. No Private Unaided Recognized Schools shall process the admission of EWS/DG/Free ship category students manually. The department shall conduct computerized draw of lots for admission of EWS/DG Category Students in r/o all the Private Unaided Recognized Schools-& Free ship category students in r/o all the Private Unaided Recognized Schools running on Government allotted land and regulated by Directorate of Education.


(BINAY BHUSHAN)
DIRECTOR (EDUCATION)

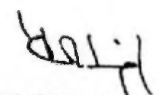
Management of all Private Unaided Recognized Schools of Delhi.

NO.F.DE.15(172)/PSB/2016/ 12671-81

Dated: - 13/11/2019

Copy to: -

01. Secretary to Hon'ble Dy. Chief Minister/MoE, GNCT of Delhi.
02. OSD to Chief Secretary, GNCT of Delhi.
03. PS to Secretary (Education), Dte. of Education, GNCT of Delhi.
04. PA to Director (Education), Dte. of Education, GNCT of Delhi.
05. Director (Education), North/East/South Municipal Corporation of Delhi.
06. Director (Education), New Delhi Municipal Council, Delhi.
07. Chief Executive Officer, Delhi Cantonment Board, Delhi.
08. All Addl. Directors/Spl. Directors/RDEs/DDEs/ADEs, Dte. of Education, GNCT of Delhi.
09. All Branch In-charges, Directorate of Education, GNCT of Delhi.
10. OS(IT) with the request to upload it on the Departmental website.
11. Guard File.


(YOGESH PRATAP)
DEPUTY DIRECTOR OF EDUCATION (PSB)