

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

No. DE.15(577)/PSB/2019/2037-41

Dated: 27 Feb 2019

CIRCULAR

SUBJECT: - Guidelines for admission of EWS/DG Category Students in Private Unaided Recognized Schools of Delhi at Entry Level Classes for the session 2019-20 selected through Computerized Draw of Lots.

In continuation of this Directorate's Circular dated 28.12.2018 and 11.01.2019 (Copy enclosed), following instructions are issued for all concerned for taking necessary action:-


1. The Computerized draw of lots for Online Applications received from EWS/DG Category students for admission at the Entry Level Classes (Nursery/Pre-School, KG/Pre-primary, Class-I) has been conducted on 27th Feb, 2019 (Wednesday).
2. The successful candidates/applicants of the computerized draw of lots shall be informed about the school allotted for admission under EWS/DG category through SMS on their registered mobile number, within 24 hours of completion of draw of lots.
3. The applicants can check the name of the school allotted through Computerized Draw of Lots using Registration ID & Date of Birth at the link 'EWS/DG Result 2019-20' in the module 'EWS/DG Admission 2019-20' available at the Home page of the departmental website www.edudel.nic.in. The total number of online applications received is 152062. Hence, every applicant can't be selected in draw of lots.
 - a) If the applicant has been allotted the school, the screen will show the allotted school name.
 - b) If the applicant has not been allotted any school, the screen will show a message that '**It is regretted that you have not been selected in the draw of lots.**'
 - c) If the applicant enters wrong Registration ID/Date of Birth then the screen will show a message that '**No Record Found**'
4. The successful applicants shall approach the school allotted through computerized draw of lots on or before 01st April, 2019 (Monday) during school hours along with the following documents as per the information filled in the online application form:-
 - (a) Print out of the application filled.
 - (b) Two photographs of the candidate.
 - (c) Self Attested photocopy of proof of date of birth.
 - (d) Self Attested photocopy of Residential Proof.
 - (e) Self Attested photocopy of documentary proof for EWS or DG category, whichever applicable.


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The parents/guardians shall also keep the original documents with themselves for verification by the school authority.

5. If the successful applicant fails to approach/report the school up to 01st April, 2019 (Monday) for completing the formalities for admission under EWS/DG category, his candidature shall be cancelled.
6. The School can check the details of the students/applicants allotted through computerized draw of lots on departmental website i.e. ***www.edudel.nic.in***. Using the school ID and Password through the link ***School Plant→EWS→EWS/DG Result 2019-20***.
7. The School can see all the online applications details of the allotted applicants by using the link as mentioned above.

In this connection, respective Unaided Recognized Private Schools are hereby requested to do the following:-

1. Place an enlarged printout of the list of students outside the school gates for the information and ease of parents.
 2. Many parents may be approaching private schools for the first time. Therefore, in order to help and facilitate the parents of EWS/DG Category children, the concerned schools must set up Help Desks within the school premises to explain to the parents the formalities regarding paper work etc. required for admission.
 3. Schools shall not deny admission to the successful candidates who have filled details of only one of the parents in the online application form.
 4. It should be ensured by school authorities that the admission to EWS/DG category successful candidates shall not be denied on frivolous grounds e.g. one or two letters are different in any name in some document. Absence of Aadhar is also not a ground to deny admission to the successful candidates.
 5. Heads of the concerned Private Unaided Recognized Schools shall not unnecessarily send the parents to the Department, for making amendments/correction in the online application forms, as the same cannot be done at this stage. Rather, they should be taking a decision based on genuineness/merit of the specific cases and must not deny admission on unjustified frivolous grounds.
 6. Admission is to be granted as soon as possible so that children can join the academic session on the very first day itself.
 7. The school shall not charge tuition fee from the students admitted under EWS/DG category. Further, **schools have to provide the free books, school uniforms and writing material to each and every student admitted under EWS/DG category, as is mandated for other children** at the time of admission, or in any case, before 01.04.2019.
 8. Schools are advised to hold introductory session for all parents together including the parents of EWS/DG Category children.
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9. The school must confirm details of the EWS/DG category successful candidates from the supportive documents produced by them.
 10. The school shall carefully carry out the necessary scrutiny/verification of the documents produced. The school must also verify the genuineness of EWS/DG certificates issued by the different department through online (<http://edistrict.delhigovt.nic.in>), if available, or in writing from the office of issuing authority.
 11. Income certificate issued by the Competent Authority declaring the total annual family income less than Rs.1,00,000/- is a valid document for admission under EWS/DG category whether it is in the name of mother or father or guardian of the child.
 12. The school shall not ask for income certificate from those EWS category parents who submit copy of BPL/AAY/Food Security Card issued by Food and Civil Supply Department, GNCT of Delhi.
 13. The school shall also not ask for any Income Certificate from the parents/applicants who have been selected under DG category.
 14. The school shall not impose the condition for the copies of the documents produced at the time of admission to be attested by a Gazetted Officer. Self Attested documents must be accepted by the school. However, verification with original documents must be carried out by the school.
 15. The school shall issue proper acknowledgement against the request of the parents/guardian seeking admission in the school as declared in the computerized draw of lots.
 16. **The school shall call all candidates allotted through computerized draw of lots on their registered mobile number informing about the selection in the school and last date of admission.**
 17. The school shall not refuse to grant admission to EWS/DG category children on the ground of distance range.
 18. Every selected student has been allotted a Serial Number in order of their selection in the respective school through computerized draw of lot and list of candidates has been forwarded online in the same order to the respective schools. ***The school shall give admission to the selected candidates in order of the Serial Number allotted to the candidate through computerized draw of lots and as available on the online module. For example, if the total general category admission done in the school as on date is 18 out of the total declared 30 General Category seats then the school shall consider firstly, the candidates from S.No.1 to 6, for admission under EWS/DG category before considering the candidate of any subsequent serial numbers.***
 19. The school, by 01st April, 2019 (Monday) shall update the correct admission status as per the options available on the web page of the respective schools (Admitted/provisionally Admitted/Not Reported/Rejected/In-waiting) in respect of the applicants allotted through computerized draw of lots. The said details shall be updated daily through the link ***School Plant→EWS→EWS/DG Result 2019-20*** available on department website www.edudel.nic.in.
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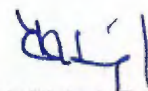
20. On the above mentioned link, the school shall clearly specify, in detail, the reason of rejection, if any selected applicant is denied the admission. The category of the reasons may be selected from the following grounds:-

- Non-submission of valid date of birth proof of the candidate.
- Non-submission of valid residence proof.
- Non-submission of valid EWS/DG proof.
- For EWS, the Income Certificate does not show annual income as less than one lakh per annum.
- If ration card is submitted as residence proof, the name of the child does not figure in the ration card.
- Mismatch between online details and documentary evidence.
- Duplicate Entry.

General Instructions for all concerned:-

- 1. The school once allotted to the applicant through the computerized draw of lots shall not be changed under any circumstances.**
2. The admission of the child shall be cancelled in case the documents submitted by the applicant at the time of admission are found to be forged/fake at any stage.
3. Multiple/Duplicate entries, if found at any stage, shall liable to cancellation of the candidature/admission of the candidate.
4. For any clarification/grievances in this context, parents/school may contact on the EWS helpline numbers 8800355192 and 9818154069 on working days from Monday to Friday between 10:00 am to 5:00 pm. Parents can also file their grievances/complaints on the GRMS portal at <http://doepvt.delhi.gov.in>.
5. For any clarification/grievances in this context, parents/school may contact respective Dy. Director of Education (District/Zone). All District DDEs are requested to ensure that above said instructions are adhered strictly by all the Unaided Private Recognized Schools. Further, all Dy. Directors of Education (District/Zones) shall attend the EWS/DG parents sympathetically and resolve their grievances, if any, related to admission in co-ordination with respective school and shall issue appropriate directions to the schools regarding admission of the applicant, if necessary.

This issues with the prior approval of the Competent Authority.


(YOGESH PRATAP)
Deputy Director of Education (PSB)

HOS/Managers

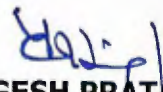
All the Private Unaided Recognized Schools of Delhi

No. DE.15(577)/PSB/2019/2034-41

Dated: 27 Feb 2019

Copy for information to:-

1. P.S. to Secretary, Education Department, GNCT of Delhi.
2. PS to Commissioner MCD East, MCD North with request to issue direction to their Director (Education) for issuance of subsequent circular for admission under EWS/DG category at entry level at their Private Unaided Recognized Schools.
3. P.S. to Director, Education Department, GNCT of Delhi.
4. P.S. to Spl. Director, Education (PSB), Department, GNCT of Delhi.
5. All Special/Addl. Directors/RDs/JDEs/DDEs/ADEs, Dte. of Education, GNCT of Delhi.
6. All District DDE with the request to ensure strict compliance of the instructions by the concerned school.
7. OS (IT) with the request to upload it on the departmental website.
8. Guard File.


(YOGESH PRATAP)
Deputy Director of Education (PSB)

**GOVERNMENT OF NCT OF DELHI
DIRECTORATE OF EDUCATION
(PRIVATE SCHOOL BRANCH)
OLD SECRETARIAT, DELHI-110054**

No.DE 15 (577)/PSB/2018/ 326 - 332

Dated: 11 Jan 2019

CIRCULAR

Subject: Guidelines for admission of EWS/DG and Children with Disabilities Category as defined in the Right of Persons with Disability (RPWD) Act 2016 at Entry Level Classes (Pre-school/Nursery, Pre-primary/KG and Class-I) in Private Unaided Recognized Schools (except minority schools) of Delhi for the academic session 2019-20.

1. In continuation of this Directorate's Circular No. 29966-70 and 31054-59 dated 28/11/2018 and 28/12/2018, Directorate of Education is facilitating admissions of Economically Weaker Sections /Disadvantage Group Category and Children With Disabilities Category in Private Unaided Recognized Schools under Delhi School Education Act & Rules, 1973 and Private Schools recognized under RTE Act, 2009, at the entry level classes (Pre-School/Nursery, Pre-Primary/KG and Class-I) for academic session 2019-20 through COMPUTERIZED ONLINE ADMISSION SYSTEM. The applicant may access the Directorate's Website i.e. www.edudel.nic.in and click on "EWS/DG Admissions" link available on home page for applying.
2. Admission of EWS (annual income less than one lakh rupees)/DG category (SC/ST/OBC Non-Creamy layer/Orphan and Transgender and all children living with or affected by HIV) shall be made through Computerized Lottery System in the said schools against 22% seats reserved for them under the Provisions of Right to Education Act, 2009 read with notification No.F.19/DDE(IEDSS)/Adml.Cell/PSB/2018/26923 dated 23.7.2018 (enclosed as Annexure-I) and no Private Unaided School Recognized/Provisionally Recognized by Directorate of Education (DoE) shall admit any child offline at entry level classes.
3. In accordance with above said notification dated 23.07.2018, 3% seats within the 25% reserved seats under EWS/DG (as per section 12(1) (c) of RTE Act, 2009) at the entry level classes (Pre-School/Nursery, Pre-Primary/KG & Class-I) of the Private Unaided Schools Recognized by Directorate of Education (DoE), will be reserved for admission under Children with Disabilities Category for the session 2019-20.
4. The Private Schools Recognized/Provisionally recognized up to Primary level (Vth Class) by East MCD and North MCD have been included in the Computerized Online Admission System for EWS/DG category admissions at entry level for which a separate order will also be issued by both the MCDs.

5. It must be noted that single application shall be filed by an individual applicant for online admission process. Multiple applications filed by any individual applicant shall lead to cancellation of candidature of the applicant, even after succeeding in the draw of lots for admission.

6. The schedule for the said online admission process is as follows:-

Admission Schedule:-

Opening of Online Module for filling online application by the EWS/DG and Children with Disabilities category applicants.	15.01.2019 (Tuesday)
Last date of submission of online application by the EWS/DG and Children with Disabilities category applicants.	14.02.2019 (Thursday)
The date of first computerized draw of lots for Children with Disabilities category applicants.	21.02.2019 (Thursday)
The date of first computerized draw of lots for EWS/DG category applicants.	27.02.2019 (Wednesday)

7. Any person residing in Delhi, having the residence proof of Delhi and requisite Income Certificate (less than one lakh rupees annually) issued by the Revenue Department of GNCT of Delhi, BPL/AAY (Ration Card/Food Security Card holder) are eligible for applying in these Private Unaided Recognized Schools for admission of their ward under Economically Weaker Section Category. The condition of minimum residency period of 03 years in Delhi for applying to admission under EWS & DG (including Children with Disabilities) category has been waived off. (copy of Circular No. DE-15/Act-I/WPC No.3168/13/2013/11734-11738 dated 14/11/2013 issued in pursuance of Hon'ble High Court of Delhi order dated 07/10/2013 in WPC No. 3168/2013 is enclosed Annexure-II).
8. Scheduled Caste, Scheduled Tribe, Other Backward Class (Non-Creamy Layer), Orphans, Transgender and all children living with or affected by HIV, shall be considered as Disadvantaged Group Category as defined in Section 2 (d) of the RTE Act-2009 (**Income Certificate is not required to claim the benefit of DG Category**). (Copy of notification and instructions No.F.15(172)DE/ACT/2010/4926-40 dated 17/10/2012 in r/o 'Orphan' and notification dated 09/10/2014 in r/o of Transgender and all children living with or affected by HIV and Notification dated are enclosed as Annexure-III, IV & V). The applicant under Children with Disabilities Category must have disability certificate issued from a Govt. Hospital as mentioned in assessment guidelines issued under RPWD Act, 2016. The certificate of disability issued under the persons with disabilities (equal opportunities, protection or rights and full participation) Act, 1995 (1 of 1996) shall continue to be valid after commencement of the act for the period specified there in. **Income Certificate is also not required to the applicant under Children with Disabilities Category.**

9. Regarding Age Limit.

The eligible age limits for admission in the entry level classes (Pre-school/Nursery, Pre-Primary/KG and Class-I) will be the same as was in previous year i.e. as follows:-

Class	Age limit as on 31.03.2019
Pre-School/Nursery	3-5 years
Pre-Primary/KG	4-6 years
Class-I	5-7 years

10. Regarding prohibition of demand of Capitation fee/Donation at the time of admission.

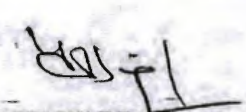
"Capitation fee means any kind of donation or contribution or payment other than the fee notified by the school" As per the order of Hon'ble High Court in LPA 196/2004 in the matter of Rakesh Goyal vs. Mont Fort School and section 13(1) of RTE Act, 2009 no school or person shall, while admitting a child, collect any Capitation fee, Donation from the parents. Any school or person who contravenes this provision and receive Capitation fee, shall be punishable fine which may extent to 10 times the Capitation charged".

11. Monitoring Cell

A Monitoring Cell shall be constituted in each district under the Chairmanship of the Deputy Director (District), to redress the queries and grievances pertaining to online application of EWS/DG & Children with Disabilities Category admission and to ensure admission of successful candidates selected through computerized draw of lots in accordance with instructions and guidelines issued by DoE by each and every concerned Private Unaided School recognized by DoE.

12. In addition to the above, for any grievance relating to admission process in EWS/DG & children with disabilities category in the Private Unaided School Recognized by DoE, complaints or queries may be registered at the link <http://doepvt.delhi.gov.in> or at helpline numbers 8800355192 & 9818154069 (between 10.00 AM to 5.00 PM on all working days {Monday to Friday}).
13. The mechanism for redressal of the queries and grievances pertaining to the admission process in the Private Unaided Schools Recognized by North MCD and East MCD will be issued by both the MCDs.
14. All the above directions are issued for strict compliance by all concerned and non compliance of the order shall be viewed seriously.

This issues with approval of the Competent Authority.

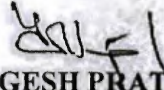

(YOGESH PRATAP)
DEPUTY DIRECTOR OF EDUCATION (PSB)

No.DE 15 (577)/PSB/2018/ 326 - 332

Dated: 11 Jan 2019

Copy to: -

1. PS to Commissioner MCD (East), MCD (North) with the request to issue direction to their Directors (Education) for issuance of subsequent admission notice, help line Nos & mechanism for redressal of grievances and queries regarding admissions under EWS/DG category at entry level in their Private Unaided Recognized Schools.
2. PA to Director (Education), GNCTD.
3. Director, Education, MCD (East), MCD (North) with the request for issuance of subsequent admission notice, help line Nos & mechanism for redressal of grievances and queries regarding admissions under EWS/DG category at entry level in their Private Unaided Recognized Schools.
4. PA to Spl.DE (PSB), GNCTD.
5. All DDE Districts with the direction to ensure strict compliance of the above said directions for admission of successful candidates.
6. SO (IT) to upload the Circular on departmental website.
7. Guard File.


(YOGESH PRATAP)
DEPUTY DIRECTOR OF EDUCATION (PSB)

**GOVERNMENT OF NCT OF DELHI
DIRECTORATE OF EDUCATION,
(PRIVATE SCHOOL BRANCH)
OLD SECRETARIAT, DELHI-110054**

No. DE.15 (577) / PSB/2018 / 31054-59

Dated: 28/12/2018

CIRCULAR

Subject: -Online Admission process for admission under EWS/DG Category at the entry Level Classes (pre-school/nursery, pre-primary/KG and Class-I) of the Private Unaided Recognised Schools of Delhi for the ensuing session 2019-20, confirmation of vacancy data thereof.


As per section 12(1)(c) of RTE Act 2009, all private unaided recognised schools are under obligation to admit at entry level classes, to the extent of at-least 25% of the strength of that class, children belonging to weaker section and disadvantage group in the neighbourhood and provide free and compulsory elementary education till its completion.

To maintain the uniformity in EWS/DG category admission process at entry level class(es) in respect of all private unaided recognized schools of Delhi (except the minorities schools), it has been decided by the Competent Authority that from the current academic session i.e., 2019-20, department will conduct the online admission process in respect of all the Private Unaided Recognized Schools of Delhi including the schools provisionally recognized under RTE Act, 2009.

To calculate the exact number of remaining EWS/DG category vacancies, all district DDEs were requested to do the needful in r/o their respective Private Unaided Recognized Schools, in this regard, vide circular dated 28.11.2018 all district DOE were requested to :-

- To verify and if required, update the list of all Private Unaided Recognized Schools of Delhi (lists enclosed herewith).
- To check and verify the GPS coordinates of all the schools (as per Jurisdiction) and also provide the GPS coordinates of the new school(s) to be added and school(s) shifted to new premises, if any.
- To provide the information regarding EWS/DG category vacancies at the entry level class(es) (Pre-school/Nursery, Pre-primary/KG & class- I) in respect of all Private Unaided Recognized Schools of Delhi. District DOE must ensure that the number of EWS/DG category seats disclosed by the schools in their entry level class(es) shall not be less than the highest number of seats in the entry level class in the previous three academic years in accordance with the notification dated 28.02.2012.

In compliance of the direction issued vide circular dated 28/11/2018 vacancy position submitted by all DDE is not found confirming with the vacancies available at the HQ Schools and in some cases it is also not in accordance to notification dated



28/02/2012, therefore the vacancy position of EWS/DG candidate as per record available in HQ is annexed herewith as Annexure-II to rectify and give their comments in all the cases of variation and reasons thereof. The vacancy position submitted by the DDE concerned as annexed as Annexure-I.

To further reconfirm the accuracy of the above mentioned vacancy data, all the concerned schools are hereby given time till 3rd January 2019 (Thursday) to check the EWS/DG vacancies of their school (as per the enclosed annexure) and in case of any discrepancy, school shall submit a written representation to the Private School Branch (earlier Act-I Branch), DoE, Old Secretariat, Delhi-54, duly forwarded by concerned District DOE within stipulated time period 31.12.2018(Monday) to 03.01.2019 (Thursday).

Further it is for the information to the all concerned viz schools, parents and other community stake holders, they can also submit their representation in case of discrepancy with supportive documents to concerned DDE Districts by 03.01.2019.

If no representation is received from the concerned school, then it will be presumed that the data as per Annexure-II in respect of the school is correct and accordingly students will be allotted through computerized draw of lots. Thereafter, school shall not deny the admission to the successful candidates of the draw of lots on the ground that "No Vacancy/more than prescribed minimum limit of 25%". If any school denies the admission on this ground, then the necessary action will be taken against the school as per the relevant provisions of DSEAR, 1973 and RTE Act, 2009.

Encl: As above.


(YOGESH PRATAP)
DEPUTY DIRECTOR OF EDUCATION (PSB)

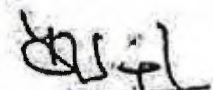
To,
The Manager/Principal,
All concerned Private Unaided Recognized Schools,
Delhi.

No: DE.15 (577) / PSB / 2018 / 31054-59

Dated: 28/12/2018

Copy to: -

- 1) PS to Secretary (Education), Directorate of Education, GNCTD.
- 2) PS to Director (Education), Directorate of Education, GNCTD.
- 3) All Regional Director of Education, Directorate of Education, GNCTD.
- 4) All District DDE's with the request to inform all the concerned Private Unaided Recognized Schools pertaining to their district about this circular.
- 5) OS (IT) to upload the same on the departmental module.


(YOGESH PRATAP)
DEPUTY DIRECTOR OF EDUCATION (PSB)

[Click here to View / Download Enclosure \(Annexure-1\)](#)

[Click here to View / Download Enclosure \(Annexure-2\)](#)