CIRCULAR

With reference to our earlier circular no. DE 23 (363)Sch Br/09/4479-4477 dated 04.03.2010 regarding admission of students of class V studying in MCD schools to class VI in Govt schools of the Directorate of Education, it is hoped that the task at the level of the Education Officers i.e. updating the student enrollment and the saturation point for classes VI to IX in respect of each school of their respective zones and the work at the level of Head of the school i.e. entering the details of the students of class V in respect of their feeder schools (MCD/MCD aided/MCD unaided recognized) has been completed by now.

Further, a charter of duties of the Directorate of Education and MCD are stated in para A and B so that the process of admission in class VI in respect of students coming from MCD schools after passing out class V in the academic session 2009-2010 is completed by 31.03.2010.

(A) Duties of the HOS of the parent school running under Directorate of Education for admission.

All the Principals/Heads of Parent schools of Directorate of Education are desired to ensure the completion of the following admission related tasks on the scheduled dates as mentioned below:-

1. To generate and download the admission tickets in triplicate along with the list of students of feeder schools and send two sets of admission tickets along with the list to the Head Master/Head Mistress of feeder school.
2. To procure the list of class 5th passed out students duly verified by Head Master/Head Mistress of MCD feeder school along with SLCs of the above students latest by 20.03.2010.
3. To initiate the process of online admission of class 5th passed students of the feeder school on 25.03.2010 and complete the same by 31.03.2010.
4. To allow the students of feeder school to attend classes w.e.f. 01.04.2010 irrespective of the fact that funds are not deposited by any parent due to certain reason and hence non completion of admission formalities.

(B) Duties of the Head Master/Head Mistress of MCD schools for admission of students.

All the Head Masters/Head Mistresses of MCD schools are to ensure the completion of the following admission related tasks on the scheduled dates as mentioned below:-
1. To procure the list of students fed online and admission tickets in duplicate from the parent schools of Directorate of Education by 18.03.2010.
2. To ensure the accuracy of students details in terms of the Name of the student, Father Name, Date of Birth in the list provided by the Head of the Parent school.
3. To send the list of all the 5th class passed out students under own signature and send along with the SLCs of the above students to Principal/HOS of the parent school by 26.03.2010.
4. To give the admission ticket (sent by the Parent school of the Directorate of Education) to the Parent of students who have passed out class 5, intimate them the details regarding the funds (PTA and PWF) to be deposited in the parent school and ask them to report to their Parent school as mentioned in A (3).

All Deputy Directors of Education, Education Officers of the Directorate of Education and concerned officials of MCD are requested to closely monitor the entire process to facilitate smooth implementation of the ‘Plan Admission’.

(Dr. (Mrs) Sunita Kaushik )
Addl. Director of Education (Schools)

All HOSs of Govt Schools/Eos/DDEs through DEL E.

Copy for information and necessary action to:-
1. PS to Pr. Secretary (Education)
2. PS to Director (Education)
3. Director (Education), MCD
5. OS (IT) to paste on website – A:D:E:IT
6. Guard File

(Dr (Mrs) Suman Rekha)
Asstt Director of Education (Schools)