CIRCULAR

Sub: Admission Plan 2011-12

Reference to our earlier circular No. D.E.(23(363) Sch.Branch/308 dated 28/02/2011 regarding admission of students of class V studying in MCD schools to class VI in Govt. schools of Directorate of Education, it is hoped that task of entering the details of students of class V in respect of their feeder school (MCD/MCD Aided/MCD Unaided recognized) has been completed by now.

Further, a charter of duties of the Heads of schools of Directorate of Education and MCD are stated below so that process of admission of these students is completed by 31/03/2011 and students can attend classes in their respective school from 1st April, 2011.

1. Duties of Heads of Govt./Govt. Aided schools

(i) To download the list of class V students of feeder schools whose details have been entered and send to Principal of feeder school for verification of details.

(ii) To procure the above list of class 5 passed out students after verification by Head of feeder school along with SLCs of students as per list by 28/03/2011.

(iii) To complete the process of online admission of these students by generating their IDs by 31/03/2011

(iv) To allow these students of feeder school to attend classes w.e.f 01/04/2011 irrespective of the fact that admission formalities are completed or not.
2. **Duties of Heads of feeder school (MCD/MCD Aided/ Unaided recognized)**

(i) To ensure the accuracy of students details in terms of Name of the student, Father's name, Date of Birth in the list provided by Head of parent school.

(ii) To send the SLCs of all the students along with list so received from Head of parent school after verification.

(iii) To direct all the passed out students of class V of their school and their wards to report their respective parent (Govt./Govt. Aided) school on 01/04/2011 as per school timings.

( DR.(MRS.) SUMAN REKHA )
DEPUTY DIRECTOR OF EDUCATION (SCHOOLS)

All Heads of Schools through DEL-E

No. DE.23(363)/Sch.Br./09 - 368-379

Dated: 21/3/11

Copy to:-
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2. PS to Director(Education)
3. SPD, SSA
4. All RDEs
5. All DDEs(District)/EOs
6. OS(IT) to please paste it on the website
7. Guard File

( DR.(MRS.) SUMAN REKHA )
DEPUTY DIRECTOR OF EDUCATION (SCHOOLS)