CIRCULAR

Sub: Guidelines for Heads of Government Sarvodaya Vidyalayas regarding Admissions to Pre-primary (K.G.) and class I whichever is the initial class.

All Heads of Govt. Sarvodaya Vidyalayas are directed to follow the following instructions for admissions to Pre-primary and class-I for the academic session 2014-15:

Pre-primary:
1. Each school shall have two sections of 40 (Forty) students each in Pre-Primary class.
2. Admission to be made in class I on basis of availability of seats.
3. Children residing preferably in the vicinity of 1 k.m. of the school (if a Sarvodaya Vidyalaya is not available in vicinity, then residents within a radius of 3 k.m. of the school) shall be eligible to apply.
4. If the number of applications received for pre-primary/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.
5. For the academic session 2014-15, the issuance of application form commences w.e.f. 03.03.2014 (Monday) and the last date for submission of filled in application forms by the parent is 18.03.2014 (Tuesday) during the school working hours.
6. Application forms alongwith Guidelines for parents are available on Department's website. The same are to be downloaded by Heads of schools and provided to parents who wish to apply for admission of their wards.
7. An acknowledgement slip (part-B of application form) is to be issued to the parents/guardians as a token of receipt of filled in application form.
8. The application forms of only those children will be considered for admission who complete four years of age as on 31.3.2014 for pre-primary class (child must be born between 1.04.2009 to 31.03.2010) and five years for class I (child must be born between 1.04.2008 to 31.03.2009).
9. The draw of lots shall be held on 22.03.2014 (Saturday) at 11.00 A.M. in the morning shift schools and 3.00 P.M. in evening shift schools. The list of children selected through draw of lots shall be displayed on school Notice Board on 25.03.2014 (Tuesday) at 11.00 A.M. after being approved by concerned DDE (District). Admission procedure will start from 26.03.2014 (Wednesday) and be completed on 29.3.2014 (Saturday).
10. Reservation of seats will be as follows:
   (x) 15% seats for Scheduled Caste candidates.
(xi) 7.5% seats for Scheduled Tribe candidates.
(xii) 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 the case of non-availability of candidates in the reserved categories, the vacant seats 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:-
Details of Date of Birth (any one)
   a. (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.
   b. One passport size photograph of the child.

13. Primary Classes will begin w.e.f. 1st April, 2014 (Tuesday) and Pre-Primary Classes will begin w.e.f. 4th April, 2014 (Friday).

14. Information regarding no. of seats available in Pre-primary class, and Class-I if any, along with reservation criteria shall be displayed on school Notice Board.

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

All HOSs through DEL-E
Copy to:-
1. PS to Secretary (Education)
2. PS to Director (Education)
3. All Regional Directors
4. All DDEs (Distt)/EOs/ DEOs
5. Incharge, Computer Cell to paste on website
6. Guard File

   (Usha Rani)
   D.E.O (School)
APPLICATION FORM FOR ADMISSION TO PRIMARY (CLASS - I) IN SARVODAYA VIDYALAYA AS OF DEPARTMENT OF EDUCATION, GOVT. OF NCT, DELHI

(FOR THE SESSION 2014-15)

(Note:- For children who complete the age of 5 years as on 31-03-2014)

शिक्षा निदेशालय, राष्ट्रीय राजविद्यालयों के सर्वोच्च विद्यालयों में प्राथमिक कक्षा 1 में दाखिले हेतु

केवल जिन वर्षों की आयु विद्यार्थी 31.3.2014 को 5 वर्ष पूर्ण हो रही हैं)

विद्यालय का नाम
NAME OF THE SCHOOL ________________________________

(TO BE FILLED IN CAPITAL LETTERS)

भाग के / PART A

1. छात्र का नाम
NAME OF THE STUDENT : ____________________________

2. लिंग पुरुष / महिला
GENDER : MALE/ FEMALE

3. जन्म तिथि अपेक्षाकृत सन के अनुसार व)
DATE OF BIRTH : IN FIGURES(अंको में) ____________

IN WORDS(शब्दो में) ____________

4. Aadhar No. आधार संख्या

5. माता का नाम
MOTHER'S NAME _________________________________

6. फातिमा का नाम
FATHER'S NAME ____________________________

7. अभिभावक का नाम
GUARDIAN'S NAME ______________________________

8. जन्म पत्ता अनुसार सामाजिक आय/अ.ज.जाति /अ.प्र.व. / सा.
SC / ST / OBC/ GEN

9. राष्ट्रीय निकाय का नाम

10. धर्म
RELIGION ________________________________

11. जीवन पत्ता / माता
OCCUPATION OF FATHER __________________________

MOTHER______________________________

12. सभी सोतों से परिवार की मासिक आय / MONTHLY INCOME OF FAMILY (from all Sources) ____________

13. घर का पता / RESIDENTIAL ADDRESS ________________________________

14. जन्म प्रमाण पत्र का विवरण
ginem lāikut bh lāux e, kpupe 3 lāux ek)

DETAILS OF DATE OF BIRTH CERTIFICATE

(Please  which one of the following is attached)

F) स्थानीय निकाय द्वारा जारी किया गया जन्म प्रमाण पत्र
Birth Certificate issued by Local Body

B) अंगनवाडी रिकार्ड
Hospital/Auxiliary Nurse and Midwife (ANM) register record

C) आगामिक रिकार्ड
Anganwadi record

D) जन्म तिथि के संदर्भ में अभिभावक द्वारा घोषणा पत्र
Declaration of the age of the child by the parent or guardian

DONT KNOW ___________

DATED ________________

PARENT'S/ GUARDIAN'S SIGNATURE

(Prathamik) Primary/Class-
Part - B

Undertaking

I, Shri/Smt. Father/Mother/Guardian of do hereby certify that the actual Date of Birth of my ward Kumar/Kumari is (in figures (in words) )
to the best of my knowledge and I shall not apply for change of Date of Birth in future.

(Parent's Signature)

Part - C

(TO BE FILLED IN BY THE SCHOOL AFTER SELECTION OF STUDENT)

5. Admission Number
   ADMISSION NUMBER:

6. Date of Admission
   DATE OF ADMISSION:

7. Class
   CLASS:

8. Section
   SECTION:

Signature of HOS

Signature of Admission In-charge

Part - D

Acknowledgement Receipt

(To be issued by the Schools to the Parents at the time of receiving the application form)

Received the application form of Kumar/Kumari. Shri/Smt. for Admission to Class -1. His/Her application number is.

Kumar/Kumari Pujr/Pujri, Shri/She is in Class -1 of the School.

Signature of the Teacher Incharge

Signature of the Teacher

Name of the School

School ID

Stamp of the School
APPLICATION FORM FOR ADMISSION TO PRE-PRIMARY CLASS (K.G.) IN SARYODYA VIDYALAYAS OF DIRECTORATE OF EDUCATION, GOVT. OF NCT, DELHI
(FOR THE SESSION 2013-14)
(For children who complete the age of 4 years as on 31-03-2014)

नाम: चालीन आवेदन पत्र (संख्या 2014-15 के लिए)
क्षेत्रिय विद्यालय, राजस्थानी राजधानी क्षेत्र दिल्ली के सर्वोच्च विद्यालयों में पूरे प्रारंभिक कक्षा में दाखिल हेतु
(केवल लिखित बच्चों की आयु दिनांक 31.3.2014 को 4 वर्ष पूर्ण हो रही है)

विद्यालय का नाम
NAME OF THE SCHOOL ________________________ (TO BE FILLED IN CAPITAL LETTERS)

भाग के / PART A

1. छात्र का नाम
NAME OF THE STUDENT :

2. लिंग पुरुष / महिला
GENDER : MALE / FEMALE

3. जन्म तिथि अपेक्षित सन के अनुसार व)
DATE OF BIRTH : IN FIGURES (अंको में) ________________________
IN WORDS (शब्दो में) ________________________

4. Aadhar No. आधार संख्या

5. भाषा जिसका माध्यम से पढ़ना चाहते हैं
MEDIUM OF INSTRUCTION

6. माता का नाम
MOTHER’S NAME

7. पिता का नाम
FATHER’S NAME

8. अभिमानक का नाम
GUARDIAN’S NAME

9. अनुसूचित जाति / अ.ज.जाति / अ.पि.व. / सा.
SC / ST / OBC / GEN

10. धर्म

11. व्यवसाय पिता / माता
OCCUPATION OF FATHER / MOTHER

12. सभी सोतों से परिवार की मासिक आय / MONTHLY INCOME OF FAMILY (from all Sources)

13. घर का पता / RESIDENTIAL ADDRESS

14. जन्म प्रमाण पत्र का विवरण

(निम्न लिखित में से कौन सा संलग्न है, कृपया चेक लगाएं ज)
DETAILS OF DATE OF BIRTH CERTIFICATE

(Please चेक which one of the following is attached)

E) स्थानीय निकाय द्वारा जारी किया गया जन्म प्रमाण पत्र
Birth Certificate issued by Local Body

B) हस्पताल / नर्स के रजिस्टर का रिकार्ड
Hospital/Auxiliary Nurse and Midwife (ANM) register record

C) आंगनबाड़ी रिकार्ड
Anganwadi record

D) जन्म तिथि के रूप में अभिमानक द्वारा घोषणा पत्र
Declaration of the age of the child by the parent or guardian.
**Bhāg-ख Part-B**

**घोषणा पत्र / Undertaking**

I, Shri./Smt. ___________ Father/Mother/Guardian of _______________ do hereby certify that the actual Date of Birth of my ward Kumari _______________ is (in figures) _______________ (in words) _______________.

to the best of my knowledge and I shall not apply for change of Date of Birth in future.

(Parent’s Signature)


**Bhāg-ग Part-C**

(विद्याध्यक्ष का चयन होने के बाद विद्यालय द्वारा भरा जाएगा)

(TO BE FILLED IN BY THE SCHOOL AFTER SELECTION OF STUDENT)

<table>
<thead>
<tr>
<th>5. प्रवेश संख्या</th>
<th>ADMISSION NUMBER</th>
</tr>
</thead>
<tbody>
<tr>
<td>6. दाखिले की तारीख</td>
<td>DATE OF ADMISSION</td>
</tr>
<tr>
<td>7. कक्षा</td>
<td>CLASS</td>
</tr>
<tr>
<td>8. भाग</td>
<td>SECTION</td>
</tr>
</tbody>
</table>

प्राथमिक शिक्षा के हस्ताक्षर

Signature of HOS

दाखिला इन्चार्ज के हस्ताक्षर

Signature of Admission In-charge

**Bhāg-घ/Part-D**

प्राप्ति रसीद / Acknowledgement Receipt

(दाखिला आवेदन पत्र प्राप्त करते समय विद्यालय द्वारा अभिप्रायक को जारी करने हेतु)

(To be issued by the Schools to the Parents at the time of receiving the application form)

Received the application form of Kumar/Kumari _______________ S/o or D/o of Shri/Smt. _______________ for Admission to Class Pre-Primary (K.G.). His/Her application number is _______________.

कुमार/कुमारी _______________ पुत्र/पुत्री, श्री/श्रीमती _______________ का कक्षा पूर्व प्राथमिक(के.जी) में दाखिला हेतु आवेदन पत्र प्राप्त किया। आवेदन पत्र संख्या _______________ है।

**Signature of the Teacher Incharge**

Name of the Teacher

Name of the School

School ID

Stamp of the School