CIRCULAR

Guidelines for Heads of Govt. Schools/Education Officers/District Deputy Directors of Education for granting admissions to children for classes VI to VIII in Govt. schools in the session 2014-15.

A. Admission of those children who have passed out previous class from a recognized school (for classes VI-VIII).

(i) Concerned Education Officer may form clusters of schools keeping in view the neighbourhood criteria for admission purpose and nominate one Principal of cluster schools as Nodal Officer. The number of clusters may be as per requirement of the Zone.

(ii) Application for Admission from individual is to be received by Head of the school where it is presented by the Parent/Guardian under proper receipt. A record of all applications received is to be maintained by each HOS and within 2 working days of the receipt of the application, the same is to be forwarded to cluster In-charge.

(iii) A team consisting of Heads of these cluster schools will review all the applications received once a week and Nodal Officer will allocate the applicant to one of the school of the cluster as per availability of vacant seats and infrastructure of the school. The allocation of schools is to be got approved by concerned E.O. before forwarding the application to the allocated school. If no seat is available in any of the cluster school, the matter may be referred to the concerned Education Officer for allocation of seat in a nearby cluster's school. It is to be ensured that the child gets admission in a school within 10 working days from the date of submission of application.

B. Admission of children who have not passed out previous class from any recognized school or those who are out of school (classes VI-VIII only)
Like last year, admission of these children is to be done in age appropriate class as per RTE Act and as per decision of Hon'ble High Court in the matter of WP(c) No. 4953, 4954, 4974, 4986, 5178, 5191, 5192, 5194, 5195, 5197/2010 Vs Govt. of NCT of Delhi & ANR. As per directions, for above category of children the Heads of schools in exercise of their power under Rule 141(2) of DSEAR-73 and in consultation with the Zonal Education officer shall assess the child to determine his/her suitability for admission in a particular class.

Parent/guardian having any query/grievances regarding admission of their ward are to be attended by the concerned Education Officer/District Deputy Director of Education. Care should be taken that parents are dealt with due politeness.

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

All concerned through DEL-E

No.DE.23(363)/Sch.Br./2013/3

Dated

Copy to:-
1. PS to Pr. Secretary (Education)
2. PS to Director (Education)
3. All RDEs
4. All DDEs/EOs/DEOs concerned for necessary compliance
5. OS(IT) to please paste it on the website
6. Guard File

(USHA RANI)
DEO (Schools)