GOVT. OF NATIONAL CAPITAL TERRITORY
DIRECTORATE OF EDUCATION OF DELHI
(ACT BRANCH) OLD SECTT: DELHI-54

NO. 15/Act-I/2012/ 6385-96

CIRCULAR

Subject: :- Help Desk for forms of EWS and Disadvantaged Group Category from 10th to 15th January, 2013.

In continuation of this Office Order No.DE/Act/2012/6022-35 dated 13.12.2012, all the DDEs are hereby directed to make arrangements in the zonal offices for the following w.e.f. 10th January 2013 to 15th January 2013.-

1- Making available common registration forms, to applicants belonging to EWS & Disadvantaged group.

2- Receipt of the duly filled common registration forms from the applicants belonging to EWS & Disadvantaged group.

For the said purpose, a ‘Help Desk’ shall be created with Education Officer/Dy. Education Officer as in charge at each zonal office with 2-4 teachers and Deputy Director and Education Officer shall personally supervise the arrangements.

This Help Desk will work up to 15-01-2013 between 10:00A.M. and 02:00 P.M. on all working days.

The receipt of registration forms shall be acknowledged by giving the acknowledgement slip in the format given in Annexure I.

A school wise list of received forms shall be prepared and a copy of same shall also be forwarded to the school under proper acknowledgment.

The Heads of Schools of all Recognized Unaided Schools shall ensure that forms received in district office will be considered for admission/draw of lots.

Heads of all the recognized unaided schools are hereby directed to send one authorized representative on 15-01-2013 at 4:00 P.M. to the concerned district to collect the forms meant for their schools.

(AMIT SINGLA IAS)
DIRECTOR (EDUCATION)
Copy to :-

1. P.S. to Hon'ble Chief Minister, Govt. of NCT of Delhi.
2. P.S. to Hon'ble Minister of Education, Govt. of NCT of Delhi.
3. P.S. to Chief Secretary, Govt. of NCT of Delhi.
4. P.S. to Principal Secretary (Education), Govt. of NCT of Delhi, Old Secct, Delhi.
5. P.S. to Director (Education), Govt. of NCT of Delhi, Old Secct, Delhi.
6. Addl. Director of Education (Act), Govt. of NCT of Delhi, Old Secct, Delhi.
7. All Regional Director of Education, Govt. of NCT of Delhi.
8. All Deputy Director of Education, Govt. of NCT of Delhi.
9. Education Officers/Deputy Education Officers of respective zones.
10. Manager/HOS of all Recognized Unaided Private schools.
11. O.S. (IT) with the request to upload the order on the department web-site in public domain.

(P.LATA TARA)
ASSTT. DIRECTOR OF EDUCATION (ACT-I)
ANNEXURE-I

Name of District –

Name of the Zone –

Registration No  

A. Economically Weaker Section  

B. Disadvantaged Group  

Application of ________________________ (Name of child) S/o / D/o ____________________

Received on ____________________ (Date) for admission under EWS and Disadvantaged group

category in ___________________________ (Name of School) for the

class PRE-SCHOOL/ PRE-PRIMARY/CLASS-I for the session 2013-14.

Signature of Incharge

Of Help Desk