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 2016-17:

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 km. of the school (if a Sarvodaya Vidyalaya is not available in vicinity, then residents within a radius of 3 km. 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 2016-17, the issuance of application form commences w.e.f. 01.03.2016 (Tuesday) and the last date for submission of filled in application forms by the parent is 15.03.2016 (Tuesday) during the school working hours.
6. New 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-D 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 31.03.2016 for pre-primary class (child must be born between 01.04.2011 to 31.03.2012 and five years for class-I (child must be born between 01.04.2010 to 31.03.2011).
9. The draw of lots shall be held on 21.03.2016 (Monday) 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 25.03.2016 (Friday) at 11.00 A.M. after being approved by concerned DDE (District). Admission procedure will start from 26.03.2016 (Saturday) and be completed on 31.03.2016 (Thursday).
10. Reservation of seats will be as follows:-
   (i) 15% seats for Scheduled Caste candidates.
   (ii) 7.5% seats for Scheduled Tribe candidates.
   (iii) 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. 2nd April, 2016 (Monday) and Pre-Primary Classes will begin w.e.f. 04th April, 2016 (Wednesday).

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 of Sarvodaya Vidyalya of DOE 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

(Tapeshwar)
D.E.O. (School)
APPLICATION FORM FOR ADMISSION IN GOVT./GOVT. AIDED SCHOOL
DIRECTORATE OF EDUCATION: GOVT. OF NCT OF DELHI.
(FOR THE SESSION 2016-17)

NAME OF THE SCHOOL

(to be filled in capital letters)

PART A/व्याख्या - क

1. Name / नाम का नाम
NAME OF THE STUDENT:

2. लिंग पुरुष / महिला / उभयता
GENDER: MALE/FEMALE/TRANS GENDER

3. जन्मतिथि अंग्रेजी संख्या के अनुसार
DATE OF BIRTH: IN FIGURES (अंकों में)

4. क्लास

5. आधार संख्या
AADHAR NO.

6. (i) बैंक का नाम
NAME OF BANK:

(ii) बैंक संख्या (शतांत्र / संपूर्ण खाता मात्रा के साथ)
ACCOUNT NO IN THE NAME OF STUDENT/JOINT A/C WITH MOTHER

(iii) बैंक का आई एस एस कोड
IFSC CODE OF BANK:

7. रक्त वर्ग

8. माता का नाम
MOTHER’S NAME:

9. भाई का नाम
FATHER’S NAME:

10. अभिभाषक का नाम
GUARDIAN’S NAME:

11. अनुशंसित जाति / ज जाति / ज पंथ / साधू.
SC/ST/OBC/GEN.

12. धर्म

13. व्यक्तित्व विवेचना मात्रा

14. सभी सोतों से पती की पारंपरिक आय
ANNUAL INCOME OF FAMILY (FROM ALL SOURCES):

15. घर का पता
RESIDENTIAL ADDRESS:

16. दूरभाष मात्रा पिता
TELEPHONE NO. MOTHER: FATHER

17. तत्त्वात्मक भाषा

Third language

(Subject to availability)

18. जन्म प्रमाण पत्र का विवरण (जिन्हें इन्हें में से कोई भी संलग्न है, कृपया √ लगाएं)

DETAILS OF DATE OF BIRTH CERTIFICATE (PLEASE √ WHICH ONE OF THE FOLLOWING IS ATTACHED)

A) स्थानीय निकाय द्वारा जारी किया गया जन्म प्रमाण पत्र
BIRTH CERTIFICATE ISSUED BY LOCAL BODY

B) अस्पताल / नर्स के पौड़ीफिट का रिकार्ड
HOSPITAL/AUXILIARY NURSE AND MIDWIFE (ANM) REGISTER RECORD
भाग – ख Part-B
घोषणा पत्र /Undertaking

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

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

*प्रिंस माध्यम में पढ़ना चाहते हैं *
*PREFERRED MEDIUM OF INSTRUCTION

*नोट- माध्यम की चयनता विद्यालय में उपलब्धता के आधार पर विद्यालय प्रमुख द्वारा निश्चित होगी।
*Note- Subject to the availability in the school and discretion of the HOS.

दिनांक __________________
Dated __________________

नाता/पिता/अभिभाषक के हस्ताक्षर
Parents/Guardian’s Signature

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भाग – ग Part-C
(विद्यालय का विद्यालय में प्रवेश के बाद विद्यालय द्वारा भरा जाएगा)
(To be filled in by the school after admission of the student)

1 प्रवेश संख्या
Admission Number : ____________________

2 दाखिले की तारीख
Date of Admission : ____________________

3 कक्षा
Class : ____________________

4 माध्यम
Section : ____________________

विद्यालय प्रमुख के हस्ताक्षर
Signature of HOS

दाखिला इन्चार्ज के हस्ताक्षर
Signature of Admission In-charge
Received the application form of ..............................................ward of Shri/Smt. .............................................. for Admission to class ..............
His/Her application number is ..............................................

कृमार / कृमारी.............................................. संतान श्री/श्रीमती .............................................. का कक्षा .............................................. आवेदन पत्र प्राप्त हुआ।

Signature of the Teacher Incharge

NAME OF THE TEACHER अध्यापक का नाम..............................................
NAME OF THE SCHOOL विद्यालय का नाम..............................................
SCHOOL ID विद्यालय आईडी ..............................................
STAMP OF THE SCHOOL विद्यालय की मोहर..............................................