GOVERNMENT OF NATIONAL CAPITAL TERRITORY DELHI
DIRECTORATE OF EDUCATION: SCHOOL BRANCH
OLD SECRETARIAT: DELHI-110054

DE.23 (363)/Sch.Br./2020-21/ 428

Dated: 9 | 8 |2021

CIRCULAR

Sub: Regarding Non-Plan Admissions in Classes X & XII for the Academic Session 2021-22.

In continuation to Circular No. DE.23 (363)/Sch.Br./2020-21/ 323 dated 06-07-2021 regarding "Guidelines for Non-Plan Admissions in Classes X & XII for the Academic Session 2021-22", all the Heads of the Govt. Schools are hereby informed that Department has decided to adopt offline process of registration of applicants who failed to apply online for admission to classes X & XII in compliance to the above mentioned circular.

Procedure for Offline Allotments of Schools

The applicant can apply for admission manually in the attached Registration Form in any school nearer to his/her residence till 21-08-2021. Applicant will also submit the copies of documents as enumerated in the above mentioned circular for checking his/her eligibility for admission. The concerned HoS will forward his/her application along with the copies of the documents to the concerned DDE (Zone) latest by 24-08-2021 after verification of the relevant documents and checking the eligibility of the candidate along with the format given below:-.

S.No.	Name of the Student	Father's Name	Class of Admission	Stream (If applicable)	Gender	Date of Birth	Residential Address of the Candidate	Contact No. of the Candidate

The concerned DDE (Zone) will allot the schools to such candidates (offline) and display the consolidated allotment list by 26-08-2021 at prominent place in zonal office. The DDE (Zone) will also forward the list of the allotted candidates to Heads of all the concerned schools. The format of the consolidated allotment list is as under:

S. No.	Name of the Student	Father's Name	Class of Admission	Stream (If applicable)	Name of the Allotted School	School ID of the Allotted School	Gender	Date of Birth	Residential Address of the candidate	Contact No. of the candidate

The Heads of the concerned schools will also display the above list at prominent places of the school. HoS will also contact the parents of the allotted candidates and provisionally admit the candidates after verification of the relevant documents, till 31-08-2021. Heads of the allotted schools will also depute a person to contact School Branch for temporary Student ID generation along with copy of the consolidated allotment list forwarded by DDE (Zone) along with the duly filled proforma given below by 03-09-2021.

S.No.	Name of the Student	Class of Admission	Stream (If applicable)	Gender	Date of Birth	Name of the Allotted school	Allotted School ID

Before accepting the Registration Form from the applicants, Heads of the schools must ensure that applicants fulfils the age & eligibility criteria as communicated through Circular No. DE.23 (363)/Sch.Br./2020-21/ 323 dated 06-07-2021.

All the DDE (Zones) & Heads of the Govt. Schools are hereby directed to adhere to the guidelines communicated through above mentioned circular.

This issues with prior approval of the Competent Authority.

09/8/21

Addl.DE(School)

Encl: As above.
All DDE (Zones) and Heads of Govt. Schools under Directorate of Education through DEL-E.
DE.23 (363)/Sch.Br./2020-21/ 428   Dated: 9 /8 /2021
Copy to:-
1. PA to Director (Education).
2. All RDEs/DDEs (District) to ensure compliance.
3. System Analyst for uploading on MIS.
4. Guard File.

DDE (School)

Registration Form for Non Plan Admissions

Name of the School Nearest to Residence of the Applicant

....

Name of the Student:- ....

Gender: ....

Date of Birth: ....

Class of Admission: ....

Stream (If applicable): ....

Mother's Name: ....

Father's Name: ....

Gurdian's Name (If applicable): ....

Category: ....

Residential Address: ....

Landline Phone No.: ....

Mobile No.: ....

Alternate Mobile No. (if any): ....

Type of Disability (If applicable): ....

Last class Passed: ....

Year of Passing last class: ....

Subjects passed in last class : ....

....

....

Received registration form from ....
s/o/d/o .... for admission to class .... for the
academic session ....

Name of the Teacher (Rrecipient) ....

Signature of the Teacher ....