

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

DE.23 (363)/Sch.Br./2022/ 364

Dated: 04/04/2022

CIRCULAR

Sub: Non Plan Admissions for Classes VI to IX for the Academic Session 2022-23.

All the Heads of Govt. Schools under Directorate of Education are hereby informed that the Non Plan Admissions in Classes VI to IX will start from 11-04-2022 for the Academic Session 2022-23 with online registration of applicants.

Criteria for Non Plan Admissions:-

Classes VI to VIII: Admissions will be granted to those children who have passed previous class from a recognized school or **those who are out of school.**

Class IX: Admissions will be allowed only to those children who have passed class VIII from a recognized school.

Only those parents/children are eligible to apply under Non Plan Admission Scheme who reside in Delhi.

Schedule of Non Plan Admissions for Classes VI to IX

Activity	Cycle-I	Cycle-II	Cycle-III
Online Registration of Applicants	11-04-2022 (Monday) 12:00 Noon to 02-05-2022 (Monday) (05:00 PM)	01-06-2022 12:00 Noon (Wednesday) to 20-06-2022 (Monday) (05:00 PM)	16-07-2022 12:00 Noon (Saturday) to 03-08-2022 (Wednesday) (05:00 PM)
Allotment of Schools to Registered Applicants by Cluster Level Admission Committee (CLAC)	04-05-2022 (Wednesday) to 12-05-2022 (Thursday)	21-06-2022 (Tuesday) to 28-06-2022 (Tuesday)	04-08-2022 (Thursday) to 11-08-2022 (Thursday)
Allotment of Schools to Registered Applicants (Not allotted by CLAC and residing within Zone) by DDEs (Zone)	06-05-2022 (Friday) to 12-05-2022 (Thursday)	24-06-2022 (Friday) to 29-06-2022 (Wednesday)	08-08-2022 (Monday) to 16-08-2022 (Tuesday)
Allotment of Schools to Registered Applicants (Not allotted by CLAC and residing out of zone & within concerned District) by DDEs (Zone)	09-05-2022 (Monday) to 17-05-2022 (Tuesday)	24-06-2022 (Friday) to 29-06-2022 (Wednesday)	08-08-2022 (Monday) to 17-08-2022 (Wednesday)

Allotment of Schools to Registered Applicants (Not allotted by CLAC and residing in different District) by DDEs (Zone)	09-05-2022 (Monday) to 17-05-2022 (Tuesday)	24-06-2022 (Friday) to 30-06-2022 (Thursday)	08-08-2022 (Monday) to 17-08-2022 (Wednesday)
Display of Allotted Schools to Registered Applicants	20-05-2022 (Friday)	04-07-2022 (Monday)	22-08-2022 (Monday)
Submission / Verification of Documents for Admission in Allotted Schools	21-05-2022 (Saturday) to 31-05-2022 (Tuesday)	05-07-2022 (Tuesday) to 15-07-2022 (Friday)	23-08-2022 (Tuesday) to 31-08-2022 (Wednesday)

Procedure for Non Plan Admissions for Classes VI to IX:-

- i). Parents/applicants, seeking admission of their wards in Govt. Schools, can register themselves online through link available at departmental website i.e. www.edudel.nic.in at **"Govt. School Admissions"** during any of the different cycles as per above mentioned schedule. Applicants may keep the online generated printout of the filled Registration Form or note the online generated registration number for future reference. The registration number will also be forwarded to the applicant through SMS at the registered mobile number.
- ii). Before the last date of registration, if any error is noticed in the Registration Form, parents/applicants can submit fresh application after deleting the already submitted Registration Form. They can delete the Registration Form after verification through OTP sent on their registered mobile number. The link for deletion is available below the Registration Link available at departmental website i.e. www.edudel.nic.in.
- iii). Once applicant is registered online, his/her name will be reflected at the level of respective Cluster Incharge of the school nearest to the residence of the applicant (as declared by the applicant in the Registration Form).
- iv). The structure of the Cluster Level Admission Committee is as under:-
 - a). Cluster Incharge (HoS):- Chairperson,
 - b). Three HoSs of the cluster:- Members,
 - c). Three nominated SMC members: - Members.

The list of clusters along with names of 3 nominated SMC members for each cluster will be shared shortly. The names of the 3 HoS members of the committee may be decided by the concerned DDE (Zone).
- v). Cluster Incharge will call a meeting of the Cluster Level Admission Committee, after consultation with members, on a convenient date & time for allotment of school to the applicants registered in his/her cluster. Cluster Incharge will ensure that all the members of the Cluster Level Admission Committee (CLAC) are informed at least two days prior to the scheduled meeting.

- vi). On the basis of the availability of vacant seats and infrastructure in the desired school/within the cluster, school will be allotted by the Cluster Level Admission Committee and Cluster Incharge will feed the same through the online module available on MIS as per above schedule.
- vii). For each cycle, a list of students who could not be allotted school within the cluster due to non availability of seat must be prepared and be forwarded to concerned DDE (Zone) within 2 working days of closure of the registration. These applicants will be reflected at the level of respective Zone for allotment of school.
- viii). Online process of allotment of schools to applicants of the above mentioned list received from clusters & residing within zone should be completed by the concerned DDE (Zone) as per above schedule.
- ix). If an applicant is residing outside the boundaries of the zone but within the same District then DDE (Zone) will allot the school online in consultation with the DDE (District).
- x). Further, if an applicant is residing outside the boundaries of the District, the DDE (Zone) will allot the school online in consultation with the concerned DDE (District / Zone) where applicant is residing.
- xi). The link for online allotment of schools at the level of Cluster/Zone is available in the student module at

Student Login --> Non Plan Admissions --> Allotment of Schools for Non-Plan Admissions for class VI to IX

- xii). Once a school is allotted by the Cluster Level Admission Committee / DDE (Zone), name of applicant will be reflected for admission in the school allotted to him/her. The link for the online admission is available to allotted school at the link:-

Student Login - -> Non Plan Admissions - -> Admission

- xiii). Applicant can check the status of his/her application at the link for Non Plan Admissions at the homepage of the department for different cycles of Non Plan Admissions as per above schedule. Information regarding allotted school will also be forwarded to the registered mobile number of the applicants.
- xiv). After allotment of the school, applicant should report to the allotted school with all the required documents for completion of the admission process as per above given schedule of different cycles. Admission to selected applicants through online mode will be confirmed only after submission / physical verification of requisite documents by the concerned Govt. School.
- xv). After last date of registration of applicants during Cycle-III i.e. 03-08-2022 but before 23-08-2022, if any student approaches any school for admission the concerned HoS will forward his/her application to the concerned DDE (Zone) latest by 24-08-2022 after verification of the relevant documents and checking the eligibility of the applicant along with the format given below:-.

S.No.	Name of the Applicant	Father's Name	Class of Admission	Gender	Date of Birth	Residential Address of the Applicant	Contact No. of the Applicant

The concerned DDE (Zone) will allot the schools to such applicants (offline) and display the consolidated allotment list by 26-08-2022 at prominent place in zonal office. The DDE (Zone) will also forward the list of the allotted applicants to Heads of all the concerned schools. The format of the consolidated allotment list is as under:

S.No.	Name of the Applicant	Father's Name	Class of Admission	Gender	Date of Birth	Residential Address of the Applicant	Contact No. of the Applicant	Name of the Allotted School	School ID of the Allotted School

The HoSs 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 applicants and provisionally admit the applicants after verification of the relevant documents, till 31-08-2022. Heads of the allotted schools will also depute a person to contact concerned DDE (Distt.) office for temporary Student ID generation with copy of the consolidated allotment list forwarded by DDE (Zone) along with the duly filled proforma given below by 03-09-2022.

S.No.	Name of the Applicant	Class of Admission	Gender	Date of Birth	Name of the Allotted school	Allotted School ID

The link of temporary ID generation is available at Student Login of the concerned DDE (Distt.).

xvi). If an applicant reports to the Head of the allotted school after last date of admission of the cycle for submission/verification of documents, concerned DDE (Zone) will be competent to condone the delay for admission till last date of admission for the current session i.e. 31-08-2022. Therefore, Heads of the allotted schools may guide such applicants to contact concerned DDE (Zone) office for condonation of delay for admission and ensure their admission till 31-08-2022.

xvii). Children who have not passed previous class from any **recognized school** or those who are out of school will be given admission on the basis of simple undertaking of the parent to age appropriate classes from VI to VIII.

xviii). Heads of schools will ensure that admission to applicant is allowed in the age appropriate class as per circular no. DE.23.(363)/Sch. Br./2016/1553 dated 19.09.2016.

However, the regular students who have passed previous class during 2021-22 from any Recognised Unaided Schools of Directorate of Education or local bodies of Delhi and having a valid SLC & mark sheet, will be exempted from applicability of age appropriate criteria like admission of students of feeder schools under Plan Admission.

*Further to this, Director of Education at his discretion may provide age relaxation to any deserving student (not covered under existing provisions) on grounds such as disruption of studies due to death of either of the parents, prolonged illness of either of the parents/child or any trauma faced by the student. In such cases parents of the students are required to submit an application on the attached format to the Head of the school nearer to his/her residence along with supporting documents related to the grounds under which relief has been sought. **Head of that school, after recording his/her comments regarding suitability for age relaxation will forward the case to the concerned DDE (Zone) along with all the relevant documents including application of the applicant. After examination, if case is found fit for age relaxation only then it be forwarded to School Branch through concerned district clearly recording recommendations of the DDE (Zone).***

Heads of the schools are hereby directed to counsel/guide students, whose application is not found fit for age relaxation, to get admission in Patrachar Vidyalaya/NIOS.

- xix). Additional age relaxation is to be provided to divyang children, as per circular No. DE.40(20)/EVG/IEDC/Circular/98/7109-8699 dated 06.01.2003. HoS are to pay special attention that no child, who has applied for admission, remains out of school, specially Divyang children.
- xx). Cluster Level Admission Committee will take care of all the aspects like distance from residence, availability of infrastructure/ vacancies in school while allotting the school to the applicants.
- xxi). The following documents are required to be produced by the parent/guardian at the time of admission:-
1. Proof of Date of Birth (any one of the following three):
 - Original Date of Birth Certificate issued by MCD or any other local body.
 - SLC of a recognized school last attended (compulsory for admission to Class IX).
 - An Undertaking by the Parents regarding Date of Birth as per Part-B of the Admission Form (For Classes VI to VIII only in absence of SLC of a recognised school).
 2. One passport size photograph of the child.
 3. Anyone of the following documents as **Residence Proof of Delhi:-**
 - Ration Card issued in the name of parents having name of the child.
 - Domicile certificate of the child or any of the parents.
 - Voter I card of any of the parents.
 - Electricity bill/MTNL telephone bill/Water bill.
 - Bank Passbook in the name of child or any of the parents.

- Aadhaar number of the child or any of the parents.
- Passport in the name of child or any of the parents.

Note: Admission will not be denied to any divyang child, destitute child, refugee/asylum seeker, homeless, migrant, orphan or child in need of care & protection in any Govt. school due to non availability of essential documents at the time of admission in the School. Provisional admission for 30 days will be allowed on the basis of simple undertaking on plain paper by the parents/guardians. Head of Schools will provide details of such students to CRCs. CRCs and SMC Members will help the students and parents in making these documents available to them, so that the provisional admission may be regularized within the stipulated time and the students may be able to take the advantage of Direct Benefit Transfer (DBT) of scholarships in their bank accounts.

xxii). DDE(Distt. & Zone) will ensure that:

- One English medium section in class VI is functional in all the Govt. Schools under his/her jurisdiction.
- Help Desk to address admission related queries is set up at School/Zonal/Distt. Level.
- Help Desk consisting of 1-2 senior teachers & 1-2 SMC Members to address admission related queries/grievances is available as per schedule given below:
 - ✓ Morning and General Shift Schools : From 09:00 AM to 12:00 Noon
 - ✓ Evening Shift Schools : From 01:30 PM to 04:30 PM
 During CBSE Examinations HoS may adjust the above mentioned timing.
- During online submission of registration form, if any parent requires support, the desk will also assist him/her.
- The Cluster Level Admission Committee has the information about the tentative vacant seats and available infrastructure in every school of the cluster before the cluster level committee meeting.
- The schools with already very high Student-Classroom Ratio may be excluded for Non Plan Admissions.

xxiii). **Admission for classes VI to VIII (up to the age of 14 years) will be allowed in age appropriate Class, as per the RTE Act throughout the session like previous year. No such student should be denied admission.** After 31-08-2022, the process of admission of such students will be same as communicated vide circular no. DE.23 (363)/Sch.Br./2020-21/768 dated 22-10-2020.

xxiv). All the issues related to admission and transfer of students will also be addressed in the Zonal and District Redressal Committee on the basis of genuineness & merit of the cases. The Redressal Committee will consist of following members:

- Two HoSs of the schools of the Zone/Distt.

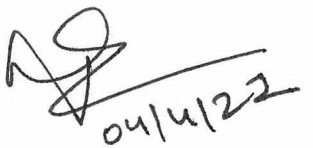
- Two SMC members.
List of SMC members will be shared later.

xxv). Till last date of registration, all the Heads of Govt. Schools under Directorate of Education are directed to **allow all the admission cases forwarded by Child Welfare Committee and DCPCR at the school level. However, for admission in class IX student must produce duly countersigned SLC as per admission norms till last date of admission.** For such cases received before last date of registration of applicants till Cycle-III, Heads of the schools are directed to call the applicant and register the student online for allotment of school. For applications received after last date of registration but before 31-08-2022 the procedure for allotment of schools & Student ID generation will be same as per point (xv) above. While admission cases recommended by other committees should be forwarded to School Branch, Directorate of Education for timely processing.

xxvi). In view of the COVID-19 Pandemic, Heads of Schools must take all necessary precautionary steps to ensure that various guidelines and preventive measures (as issued by the Govt.) including physical distancing and sanitization norms are followed during the entire exercise. Hand sanitizer should be made available at the entrance of the school and parents of the applicants should be asked to sanitize their hands.

xxvii). All the Heads of Govt. Schools under Directorate of Education are to ensure that parents seeking admission of their wards are provided all the basic amenities like neat and clean room, proper seating arrangement, adequate physical distance, sufficient lighting & fans in working condition, hand sanitizers and clean drinking water. All the parents should be dealt with dignity.

This issues with prior approval of the Competent Authority.



Dr. Rita Sharma
Addl.DE (School)

Encl: As above.

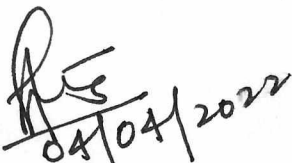
All Heads of Govt. Schools under Directorate of Education through DEL-E.

DE.23 (363)/Sch.Br./2022/364

Dated: 04/04/2022

Copy to:-

1. PA to Director (Education).
2. All RDEs, DDEs (District/Zone) for ensuring compliance.
3. Chairperson (DCPCR)
4. System Analyst (MIS) for uploading on MIS.
5. Guard File.



Dr. Anita Vats
DDE (School)

**Proforma of Application for Seeking Age Relaxation from Director,
Education for Deserving Applicants**

Name of the Applicant :

Father's Name :

Class of Admission :

Name of the School :

School ID :

Date of Birth of the Applicant :

Quantum of Age Relaxation sought :

Ground of Seeking Age Relaxation :

List of Supportive Documents attached :

Comments of the HoS with signature & seal :

Recommendations of the concerned DDE (Zone)



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

No. DE.23(363)/Sch.Br./2016/ 1553

Dated: 19-09-2016

CIRCULAR

Sub: Age Criteria for Non-Plan Admissions in Govt. Schools.

Section 4 of the Right of Children to Free and Compulsory Education Act 2009 says, "Where a child above six years of age has not been admitted to any school or though admitted, could not complete his or her elementary education, then, he or she shall be admitted in a class appropriate to his or her age". The concept of age appropriateness prescribed by the law up to the completion of elementary education cannot be ignored in subsequent classes as it is required from peer learning and pedagogical point of view as well. Therefore, building upon the "age-class" relation established under the RTE Act, the Directorate of Education has continued with the prescribed age in natural progression for subsequent classes as well. Further, the Directorate also recognizes the fact that the stipulation of age cannot be in a straight jacket form. Hence, a relaxation of 6 months in terms of under and over age is also allowed.

In supersession to circulars No. DE.23(363)/Sch.Br./2014/452 dated 04.04.2014, DE.23(363)/Sch.Br./2016/683 dated 29.04.2016, DE.23(363)/Sch.Br./ 2016/1170 dated 13.07.2016 and DE.23(363)/Sch.Br./2016/1246 dated 01.08.2016 regarding Appropriate Age Criteria for Admission in Govt. Schools under Directorate of Education, all the Heads of Govt. Schools under Directorate of Education are hereby informed that the following criteria is to be followed for Non Plan Admission in Govt. Schools:

The age criteria for class KG to XII will be as mentioned below:-

Class	Appropriate Age as on 31 st March of the year
KG	The age of child should be 4+ but less than 5 years
I	The age of child should be 5+ but less than 6 years
II	The age of child should be 6+ but less than 7 years
III	The age of child should be 7+ but less than 8 years
IV	The age of child should be 8+ but less than 9 years
V	The age of child should be 9+ but less than 10 years
VI	The age of child should be 10+ but less than 12 years
VII	The age of child should be 11+ but less than 13 years
VIII	The age of child should be 12+ but less than 14 years
IX	The age of child should be 13+ but less than 15 years
X	The age of child should be 14+ but less than 16 years
XI	The age of child should be 15+ but less than 17 years
XII	The age of child should be 16+ but less than 18 years

- In addition to the above Table, further age relaxation is being granted at the level of Heads of Schools in the maximum as well as minimum age for 1 month for classes KG to V level as on 31st March of the year.
- Simultaneously, age relaxation is also being granted at the level of Heads of Schools in maximum as well as minimum age for 6 months as on 31st March of the year to all students seeking admission from class VI to X and XII in all the Govt. Schools under Directorate of Education.

- However, for class XI in addition to the above table, relaxation shall be granted in maximum and minimum age for one year as on 31st March of the year to those students seeking admission in class XI in the Govt. Schools under Directorate of Education, who have passed class X from CBSE or equivalent Board and there is no gap year.


Illustration:

A student who has completed 14 years of age on 31st March of the year and has passed Class X from CBSE or an equivalent Board may be granted admission in Class XI after allowing 1 year age relaxation in the minimum age criteria.

A student who is above 17 years of age but has not completed 18 years of age on 1st April of the year and has passed Class X from CBSE or an equivalent Board may be granted admission in Class XI after allowing 1 year age relaxation in the maximum age criteria.

- The above age criteria is not applicable to Plan Admissions and the existing students of Government Schools.
- The child who is below 14 years of age and have an SLC of a class lower than his age appropriate class may be enrolled in Special Training Centres (STC) and then brought to his age appropriate class. This provision is intended to mainstream all out of school children, including those who due to extreme learning deficiencies cannot be admitted to age appropriate classes.
- The Directorate of Education is going to introduce class IX in Patrachar Vidyalaya from next academic session i.e. 2017-18 for students who do not meet the appropriate age criteria. In case of a student who is at least 13 years old as on 31st March of the year when seeking admission, there will be no upper age bar and neither the School leaving certificate nor class VIII pass certificate is required for admission.
- Patrachar Vidyalaya is already functional for classes X to XII. The child should be at least 14 years of age as on 31st March of the year of seeking admission in Class X. Here again, there is no upper age bar and no requirement for school leaving certificate nor class VIII pass certificate.

This issues with the prior approval of the Competent Authority.


 19/9/16
 (DR. (MRS.) SUNITA S KAUSHIK)
 ADDL.D.E.(SCHOOLS)

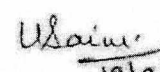
All Heads of Govt./Govt. Aided Schools under Directorate of Education through DEL-E

No. DE.23 (363)/Sch.Br./2016/ 1553

Dated: 19-09-2016

Copy to:-

1. PS to Secretary (Education).
2. PS to Director (Education)
3. All RDEs/ DDEs (District/Zone)/DEOs for information and necessary action.
4. Commissioner NDMC (North Delhi).
5. Commissioner EDMC (East Delhi).
6. Commissioner SDMC (South Delhi).
7. Director Education NDMC.
8. CEO DCB
9. OS (IT) to please paste it on the website.
10. Guard File.


 19/9/16
 (Usha Saini)
 DDE (SCHOOLS)

GOVERNMENT OF NCT OF DELHI
DIRECTORATE OF EDUCATION
ADMINISTRATIVE CELL IEDC SCHEME,
Plot No.3, Link Road, Karol Bagh, New Delhi-05

Annexure-II
File 6/6

No. DE40(20) EVG/ IEDC /Circular/98/7109-8699

Dated : 6/01/2003

Circular

In pursuance with the Persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation), Act 1995. All the Principal/Vice Principals/Heads of Govt./Govt. Aided/Recognized Schools in the National Capital Territory are hereby directed to note that the age relaxation for admission for disabled children at entry stage will be 9 years instead of 5-6 years. The upper age limit will remain at 18 years. Therefore, further directed to ensure that such children are not denied admission in schools only because of their age.

--Sd--

(Rajendra Kumar)
Director of Education

No. DE40(20) EVG/ IEDC /Circular/98/7109-8699

Dated : 6/01/2003

1. Joint Secretary(SE), M/o Human Resource Development, Deptt. of Sec. & Higher Education, Govt. of India, Shastri Bhawan, New Delhi.
2. Addl. Director of Education (Schools), Dte. of Edn., Old Sectt. Delhi.
3. All the Regional Directors, Dte. of Edn., Old Sectt. Delhi.
4. Deputy Directors of Education, Distt. East, North-East, North, North West-A, North West-B, West-A, West-B, South West-A, South West-B, South & Central/New Delhi.
5. All the Heads of the schools under the Dte. of Edn., Delhi through Dy. Directors of Education concerned.
6. Dy. Director of Education (Sc.), Nodal Officer, IEDC Scheme, Old Gargi College Building, Lajpat Nagar-IV, New Delhi.
7. Co-ordinator Administrator Cell, IEDC Scheme, 3, Link Road, Karol Bagh, New Delhi-05.
8. Special Education, Administrative Cell, IEDC Scheme, 3, Link Road, Karol Bagh, New Delhi.
9. P.S. to Secretary Education, Old Sectt. Delhi.
10. P.S. to D.E., Dte. of Edn., Old Sectt. Delhi.
11. Master File.

--Sd--

(B.N. Bajpai)
Dy. Director of Education(Sc.)
Nodal Officer, IEDC Scheme.

-6- Jm. B. B. 21/2/16



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

No. DE.23 (363)/Sch.Br./2017/ 886-885

Dated: 28/04/2017

ORDER

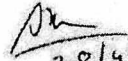
Sub: Admission of refugee/asylum seeker students.

All the Heads of Govt. Schools are directed to allow admission to refugee/asylum seeker children in Govt. Schools on the basis of any one of the following documents for residential proof for current address of the student:

Refugee Card / Refugee Certificate/ Under Consideration Certificate/Long Term Visa (LTV) issued by Foreign Regional Regulatory Office (FRRO)/ Support letter from UNHCR mentioning the current address of the child.

Admission is not to be denied on the grounds of non availability of Aadhar Card.

This issues with prior approval of the Competent Authority.


28/4/17
(Dr. (Mrs.) Sunita S. Kaushik)
Addl. DE (Schools)

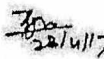
No. F. DE.23 (363)/Sch.Br./2017/ 886-885

Dated: 28/04/2017

All Heads of Govt. Schools under Directorate of Education through DEL-E.

Copy to:-

1. PS to Secretary (Education), Delhi.
2. PS to Director (Education), Delhi.
3. JDE (IT) for necessary action.
4. All RDEs/DDEs (District/Zone) for necessary action.
5. OS (IT) to please paste on website.
6. Guard File.


28/4/17
(Tapeswar)
DDE (Schools)



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

No. DE.23 (363)/Sch.Br./2017/1141-46

Dated: 26/5/17

CIRCULAR

Sub: Admissions up to elementary level in Govt. Schools to destitute child, refugee/asylum seeker, homeless, migrant, orphan and children etc.

In continuation with earlier instructions in this regard, it is once again reiterated that:

- Admission will not be denied to any specially abled child, destitute child, refugee/asylum seeker, homeless, migrant, orphan or child in need of care & protection in any Govt. school due to non availability of essential documents at the time of submission in the School.
- Provisional admission for 30 days will be allowed ensuring the age appropriate Class norms of RTE Act, on the basis of simple undertaking on plain paper by the parents/guardians.
- Head of Schools will provide details of such students to CRCs regularly.
- CRCs and SMC Members will help the students and parents in making these documents available to them, so that the provisional admission may be regularized within the stipulated time. And the students may be able to take the advantage of Direct Benefit Transfer (DBT) of scholarships in their bank accounts.
- Admissions into Special Training Centres for mainstreaming of children will be done on walk in basis for the child. Documents will be obtained by concerned CRC within one month.

This issues with prior approval of the Competent Authority.

[Signature]
26/5/17

(Dr. (Mrs. Sunita S. Kaushik)
Addl. DE (Schools)

DE.23 (363)/Sch.Br./2017/1141-46

Dated: 26/5/17

All Heads of Govt. Schools under Directorate of Education through DEL-E.

Copy to:-

1. PS to Secretary (Education).
2. PS to Director (Education).
3. SPD, SSA to circulate to all field staff.
4. All RDEs, DDEs (District/Zone) to for information.
5. Programmer (MIS) for uploading on MIS.
6. Guard File.

[Signature]
26/5/17
DDE (Schools)