

**SAMAGRA SHIKSHA-DELHI**  
(A Society Under Education Department, Govt. of NCT of Delhi)  
3<sup>rd</sup> Floor, Vidya Samiksha Kendra, Boulevard Road,  
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No. DE.29(3)STC Misc-I/168/2025-26/ 1149-1161

Date: 26/06/25

**CIRCULAR**

**Subject: Constitution of Special Admission Cell (SAC) in Schools for Admission of Never Enrolled Out-of-School Children (OoSC)**

In order to strengthen and streamline the admission process of never enrolled Out-of-School Children (OoSC), including Children with Special Needs (CWSN) and the students dropout from school system due to any reasons, the competent authority has directed to constitute a Special Admission Cell (SAC) in all DoE/MCD/DCB/NDMC schools.

**Each SAC shall comprise:-**

- i. The Head of School (HoS),
- ii. School Admission In-charge,
- iii. One Educational and Vocational Guidance Counsellor (EVGC) or One representative of similar expertise from each management (MCD/DCB/NDMC)
- iv. CRCC to provide relevant data to SAC

**SAC shall be responsible for implementation of the following task on priority:**

1. To ensure smooth and time-bound admission of identified Out-of-School Children (OoSC), including CWSN, by following Standard Operating Procedures (SOPs) for admission of OoSC.
2. To guide and counsel parents and children during the admission process, ensuring minimal documentation, and coordinate with HoS and STC teachers for any support in enrollment.
3. To monitor the retention, attendance, following up on long absentees and academic progress of admitted OoSC by maintaining records of all identified OoSC.
4. To conduct periodic meetings to review the progress of OoSC and coordinate with CRCCs and MIS Branch for updating data of UDISE+ time to time.
5. To identify and address dropout cases by identifying the issues and counseling parents, resolving barriers, and ensuring re-enrollment of those affected children timely.
6. A fortnightly report on identified OoSC, their admission status, status of attendance in school / STCs, status of supply of textbooks, uniform writing material, status of assessment and plan for mainstreaming etc. be provided to SS-HQ through DPOs.

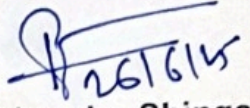




In this regard, all concerned managements are directed to ensure the constitution of Special Admission Cells and facilitate the implementation of the SOPs for effective and inclusive admission of never enrolled children.

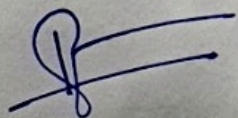
Enclosure attached: Standard Operating Procedures (SOPs) for admission of OoSC (including CWSN)

This issue with the approval of the competent authority

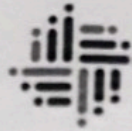
  
(Ramchandra Shingare)  
State Project Director  
Samagra Shiksha-Delhi

**Copy for information to:-**

1. Deputy Secretary to CM, Delhi
2. Deputy Secretary to MoE, Shastri Bhawan, New Delhi
3. PA to Secretary (Education), Old Secretariat, Delhi.
4. PPS to Director (Education), Old Secretariat, Delhi.
5. Director Education (MCD) Department 15<sup>th</sup> floor E-I Block Dr. S.P. Mukherjee Civic Centre JLN Marg New Delhi-110002
6. Director Education (New Delhi Municipal Council), 7<sup>th</sup> Floor Head Office, Palika Kendra, New Delhi-110001.
7. Director (MoE), Shastri Bhawan, New Delhi
8. CEO Office, Department of the Cantonment Board (DCB), Sadar Bazar, Delhi Cantt. - 110010
9. All District DDEs/DPOs
10. DDE (School Branch), Old Secretariat, Delhi
11. All HoS, (DoE, MCDs, NDMC, DCB) through Website.
12. Team Leader (MIS)/UDISE
13. S.O (IT) to upload on the Education Website.
14. Guard File.

  
(Ramchandra Shingare)  
State Project Director  
Samagra Shiksha-Delhi





समग्र शिक्षा  
Samagra Shiksha

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No. F (DE) 29/UEEM/2025-26/259-276

Date: 01/05/25

Standard Operating Procedures (SOP) for imparting education and admission of identified Out of School Children (OoSC) including Children with Special Needs(CwSN) in regular schools,

**Introduction:**

RTE Act, 2009, RTE (Amendment) Act 2012 & RPwD Act 2016 guarantees free and compulsory education to every child in the 6-14 age groups. Special Training Centres are running for the out school children (never enrolled & drop out) as per RTE act 2009 in the schools of DOE/MCD/DCB/NDMC for bridging the learning gaps and to enable them to mainstream in the age appropriate class. **The purpose for drafting SOP is to bring all OoSC (including CwSN) in regular schooling:**

- i. To ensure that every child in the 6-14 age group & till the age of 18 years (in case of CwSN with benchmark disabilities) has access to free and compulsory education as guaranteed under the RTE Act, 2009.
- ii. To simplify the enrollment process to include children with minimum formalities of documentation, as per Section 14 of the RTE Act 2009.
- iii. Establish a time-bound admission process to bring OoSC (including CwSN) into the educational system at the earliest so that identified children are brought into regular education.

This SOP upholds the vision of the RTE Act by creating pathways for access education and enabling every child to realize their fundamental right to education.



**1. IDENTIFICATION OF OUT OF SCHOOL CHILDREN INCLUDING OUT OF SCHOOL CwSN.**

**A. Surveys during vacations:**

- i. Regular surveys to be conducted in summer and winter vacations each year by constituting sufficient survey teams by Samagra Shiksha Delhi.
- ii. There should be at least one team per Cluster. There may be more teams in some areas such as Mangolpuri, Janakpuri, Nangloi, Wazirpur, Sangamvihar, North East Delhi etc. As per requirements and assessment by the District Project Officer/Dy. Director Education (District), there must be a Special Education Teacher/Special Educator in the team who can identify CWSN.
- iii. The members of this survey group will ensure that normal out of school or drop out children between 6 to 14 years of age and out of school or drop out CWDs/CWSN till the 18 years of age are searched and included.
- iv. Each DPO/Dy. Director Education (District) shall identify areas in their jurisdiction where more chances of availability of Out of school children such as unauthorized colonies, industrial areas, construction sites, railway stations etc. and prepare list of these areas with assistance from DURCCs and CRCCs.
- v. Teams will be deployed in the field by DPO/ Dy. Director Education (District) as per list of identified areas and scheduled prepared for this.
- vi. Once child is identified, all the relevant information shall be collected from the parents/guardians by the survey team members. Address and contact number of the parents/guardian must be obtained for future contact of child.
- vii. The survey team shall provide counselling and guidance to parents regarding admission and education of the identified OoSC (including CwSN).
- viii. The information of the identified children shall be passed to the DPO through DURCCs immediately.
- ix. DPO shall review the information received from the teams and plan for smooth admissions of these identified children in nearby regular school of DoE/MCD/NDMC/DCB and subsequently in a nearest STC, based on the child/s needs and competency.



- x. Daily report on identified children along with status of their admission shall be submitted by each DPO and DURCCs to the Samagra Shiksha HQ in the prescribed format designed by Samagra Shiksha.

**B. Regular identification by HoS**

- i. All the HoSs of schools of DoE, MCD, NDMC/DCB shall visit or deploy STC teacher/ SMC members in their catchment areas frequently to identify out of school children.
- ii. HoS shall make alternative arrangements to deal with students of STCs from existing teaching staff of the school
- iii. Visits are carried out on receipt of information of out of school children in the nearby areas through students, parents, SMC Members or from any other sources.
- iv. Areas such as construction sites, Railway stations, temporary Juggis, temporary roadside settlements, industrial areas etc to be visited frequently by the HoS/Teams deployed by HoS.
- v. Information of identified out of school children be provided immediately to DURCCs or CRCCs and process of admissions to these identified children be initiated immediately in regular schools and then into STC if requiring.
- vi. If no STC is available within the school's catchment area, the HoS shall take the responsibility to bridge the learning gaps of identified out-of-school children or propose setting up an STC within the school, subject to available provisions.

**2. ADMISSION:**

**References:**

1. Circular of school branch, DoE No. DE 23(363)/Sch.Br./2024/253 dated 09.04.24.
  2. Circular No. DE 23(363)/Sch.Br./2024/125 dated 21.02.2024.
  3. Order No. F.265/DDE(IEDSS)/Admn.Cell/2017-18/458-470 dated 13.05.2022
  4. MCD -D/DDE/R&E/Edn./MCD/HQ/2025/341 dated 28.03.2025
  5. Similar year wise circulars issued by DoE from time to time shall be considered and instructions/guidelines contained in the same shall be followed w.r.t. admissions.
- i. The purpose of identification of Out of School Children (OoSC) including Children with Special Needs (CwSN) is to admit them in regular class/STC at the earliest.



- ii. All the identified Out of school children should be given admission/provisional admission in regular Govt. school immediately in the age appropriate class and after learning assessment, child may be recommended schooling in regular class or in STC for bridge course, as per child's stage of learning.
- iii. In any case, there should not be delay of more than three working days in admitting the identified out of school child in regular school.
- iv. The Concerned HoS of the Govt. School, STC teachers/ Special Education Teacher and CRCCs are personally responsible for admission of the identified OoSC (including CwSN) in their catchment areas.
- v. There should be minimum documentation (address proof/ birth certificate/undertaking from parents) for enrolling child in school.
- vi. Provisional admission for 30 days will be allowed on the basis of simple undertaking on plain paper by the parents/ guardians. Heads of Schools will provide details of such students to CRCs in case of any deficits in the documents.
- vii. Application forms should be easily available with HoS, CRCCs, Admission Incharge and Security person at school gate.
- viii. HoS of all Govt schools of DoE, MCD, NDMC and DCB should personally see that no child and their parents seeking admission in the school should be denied entry at school gates by the security person on any ground. Child and their parents should be allowed easy entry in schools, they should be properly guided to the HoS and Admission Incharge by staff at entry gates. All HoSs shall frequently sensitise their staff and Security personnel in this regard.
- ix. HoS of all Govt. schools of DoE, MCD, NDMC and DCB should ensure that once any OoSC (including CwSN) entered in their school through survey teams or on his own, the child may not be sent back without admission/provisional admission. All the documentation including application form should be completed on the same day by providing necessary assistance by the Teachers, CRCCs SMC Members or any other staff in the school.
- x. Admission will not be denied to any divyang child, destitute child, refugee/asylum seeker, homeless, migrant, orphan or child in Need of Care and Protection in any Govt. School due to non-availability of essential documents at the time of submission



of documents in the school. Ref. Circular No. DE.23(363)/Sch.Br./2017/880-885 dated 28.04.2017.

- xi. For CwSN, a valid assessment report by registered professional may also be considered for admission in case of non-availability of Disability Certificate. Facility of age relaxation shall also be provided. Parents/Guardian shall be encouraged to proceed for issuance of UDID/Disability Certificate of concerned CWSN at the earliest with support of District Coordinator (IEB)
- xii. CRCCs, STC teacher and SMC Members will help the students in making these documents available to them, so that the provisional admission may be regularized within the stipulated time.
- xiii. Considering economic status of families of identified OoSC (including CwSN), all HoS should be sensitive and ensure that parents of these students are not insisted to visit schools again and again for completing admission process. There should be efforts from HoS that the process of admission should be completed on the same day without discouraging parents by unnecessarily waiting in school for long hours, frequent visits to schools and to the Aadhar centers, Banks, Govt. offices etc. for documentation. They may be guided in simple language, and CRCCs, STC teacher and SMC Members to help them to complete their documentation without losing their crucial time of earning.
- xiv. All the identified Out of school children should be recommended age appropriate schooling in regular class or in STC for bridge course, as per child's stage of learning.
- xv. HoS shall visit the STC class once a fortnightly ensure that STC students do attend their class regularly.
- xvi. The details of essential documents such as Proof of DoB, residential proof including photograph shall be as per the instructions/guidelines issued by DoE/MCD/NDMC/DCB for admissions from time to time.
- xvii. DPOs shall contact with Aadhar Enrolment Centre Incharges for early issuance of Aadhar Card in R/o Out of School Students (Including CWSN)
- xviii. If 10 or more never-enrolled Out-of-School Children (OoSC) including CWSN) are identified in any area, the CRC/DURCC should approach the nearest concerned Head of School (HoS) to form a dedicated team. The teams should visit the field with admission forms and Admission Register, his team will conduct a detailed survey,



address the reasons for non-enrolment, and ensure that all identified children are enrolled in the nearest school within a stipulated time frame of not more than three days. By working collaboratively and within a time-bound framework, this strategy ensures no child is left behind in receiving an education.

- xix. DDE(Districts)/ DPOs shall share the details of Resource Person (CwSN)/Special Education Teacher with all the Principals/HoS in advance to ensure smooth and hassle free admission process of identified OoSCwSN.

This issues with the prior approval of the Competent Authority.



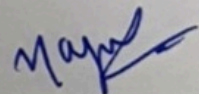
(NAZUK KUMAR, IAS)  
State Project Director  
Samagra Shiksha- Delhi

No. DE.29(3)/UEEM/STC-MISC-II/85/2025-26/ 259-296

Dated: 01/05/25

**Copy to:**

1. The Director Education (MCD)E-I, 15<sup>th</sup> Floor, Dr. S.P.M. Civic Centre, Minto Road New Delhi-110002.
2. The CEO , Delhi Cantonment Board(DCB) Sadar Bazar- 110010.
3. The Director (NDMC), Palika Kendra, Parliament Street, 3rd Floor New Delhi- 110001.
4. School Branch (DoE), Old Sectt. Delhi
5. DDE-IEB, Lajpat Nagar, IV Delhi
6. All District DDEs/DPOs (Through MIS)
7. PS to Principal Secretary (Education), Old Secretariat, Delhi.
8. PA to Director (Education), Old Secretariat, Delhi.
9. PA to SPD
10. FC-SS.
11. All District, Sr. AO/AO/AAO (Through MIS)
12. Incharge OoSC Cell-SS(HQ)
13. All DURCCs, SS-Delhi
14. All CRCCs, through DURCCs
15. All HoS, (DoE, MCD, NDMC, DCB) through(Through MIS).
16. All District Coordinator-IEB
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