

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
DIRECTORATE OF EDUCATION (PRIVATE SCHOOL BRANCH)
OLD SECRETARIAT, DELHI-110054

F.No.DE.15 (428)/EWS/PSB/2026-27/2682-2706

Dated: 04/04/2026

CIRCULAR

**Sub:- Guidelines regarding admission under EWS/DG /CWSN category
for academic session 2026-27.**

After conducting computerized draw of lots for admission under EWS/DG/CWSN in private unaided recognized school, the following standard operating procedure (SOP) is to be followed to ensure the admission of all the successful allotted candidates through computerized draw of lots:

- a) All the successful allotted candidates through computerized draw of lots shall be intimated through the SMS on registered mobile number wherein, the details of location for document verification and schedule will be given to the successful candidates.
- b) The scrutiny of the application forms and documents of EWS/DG/CWSN candidates shall be done by the Zonal Authorities under each District Deputy Director of Education (DDE). For this, 29 Zonal teams comprising of DDE Zone and the officers/officials will be constituted who will report to the respective District DDEs (15 districts in total). These teams will be given training on RTE Act with respect to relevant provisions and will be sensitized about the document verification process. The constitution of each Zonal Teams is as under:
 - a. DDE of respective Zone.
 - b. Section Officer/OSD/LA of respective Zone.
 - c. Two Data Entry operators of the Zone.
- c) From the Academic Session 2026-27, a new online portal for admissions under the EWS/DG/CWSN categories has been developed, wherein applicants have been mandatorily required to upload the prescribed documents, namely :Proof of Date of Birth; Valid Income Certificate or BPL/AAY Ration Card (in respect of EWS category applicants); Caste Certificate (SC/ST/OBC), including a valid Non-Creamy Layer Certificate in respect of OBC applicants (in respect of DG category applicants); relevant legal documents pertaining to guardianship, wherever applicable; Disability Certificate issued by a

Government Hospital (in respect of CWSN category applicants); and Proof of Residence as mentioned in the notification dated 07.01.2011.

d) The scrutiny and verification of online application forms, along with the documents uploaded therein, shall be undertaken strictly on the basis of the particulars declared by the applicant in the online application form and the supporting documents submitted on the online portal.

e) **The 29 Zonal Teams under supervision of DDE Districts of Directorate of Education will scrutinize all the documents of all the allotted candidates through the computerized draw of lots. For this purpose, a dedicated Helpdesk and Single Window display of all documents will be setup in District Offices where all required documents will be displayed prominently. As per notification dated 07.01.2011, the following documents are required for applying for the admission under the EWS/DG/CWSN category: -**

(i) *For the admission of child belonging to weaker sections Income-Certificate (Less than of Rs.5 lakh) issued by a revenue officer not below the rank of Tehsildar or BPL Ration Card (yellow colored) or AAY Ration Card (Pink colored) shall be considered as proof of income:*

Provided that the parents of the child belonging to weaker section shall submit a self-declaration of annual income on an affidavit every year for continuation of free seat in the school once admitted against free seat. However, no student shall be expelled or debarred from the school in case of non-submission of above-mentioned documents without the prior approval of Director (Education), Dte. of Education, GNCTD.

(ii) *For the admission of child belonging to disadvantaged group a certificate issued by a revenue officer not below the rank of Tehsildar or any other competent authority, in the name of child or his/her parents shall be considered.*

(iii) *The committee shall not consider any other document except any one of the following documents, as proof of residence: -*

(a) *Ration card issued in the name of parents (mother/father having name of the child)*

(b) *Domicile certificate of child or of his/her parents.*

(c) *Voter I-card of any of the parents.*

(d) *Electricity bill/ MTNL telephone bill/water bill/ Passport in the name of any of the parents or child.*

- f) The Zonal Team will recommend the name of allotted candidates whose documents are found in order for admission under EWS/DG & CWSN category to respective allotted Private Unaided Recognized Schools.
- g) In case, any discrepancies are found in the documents provided by the allotted candidates, **Deficiency Memo** will be issued to the candidate and they will be allowed to submit the valid/updated document for claiming bona-fide entitlement of admission under the category of EWS/DG/CWSN by **02nd May, 2026**.
- h) Final opportunity to be given to the **Non Reported** allotted candidates for scrutiny of documents for admission between **23/04/2026 to 28/04/2026**.
- i) Reasoned Speaking Order shall be passed by DDE Zone based on recommendation of the zonal teams on admission of EWS/DG/CWSN candidates allotted by DoE after due consideration of documents produced by the candidates. If parents are not satisfied with the reasoned order passed by the Zonal Authority, the parents can file appeal to DAMC (District Admission Monitoring Committee) between **07/05/2026 to 12/05/2026**, DAMC will examine & pass the final order by **16/05/2026**.
- j) The speaking order passed by the zonal team/DAMC as applicable, shall be final and binding upon Private Unaided Recognized Schools to grant admission to the recommended candidates. **The candidate will not be subjected to any further scrutiny apart from what was done at the zonal offices. If any school violates these guidelines, actions, as deem fit, in accordance with the extant rules and provision of RTE Act 2009 & DSEAR Act, 1973 will be initiated against such schools.** The final list of recommended/rejected/non-reported shall be uploaded on the website of edudel for information of all stakeholders.
- k) The seats falling vacant due to rejected and non-reported cases after computerized draw of lots will be considered for second computerized draw of lots for further allotment. Same process will be adopted for 3rd computerized draw of lots, if any is required to be conducted.
- l) The same timeline and process shall be followed in all subsequent computerized draw of lots.

Further, 29 Zonal teams will constitute five sub-committee in their respective zone for scrutiny of documents of allotted candidates through computerized draw of lots for admission under EWS/DG/CWSN in unaided private recognized schools for the academic session 2026-27, the details of sub-committee are as under:

COMMITTEE NO	CONSTITUTION OF SUB COMMITTEE	WORK ALLOCATION TO SUB COMMITTEE	TIMING AND SCHEDULED
COMMITTEE NO.1	ONE PRINCIPAL AND TWO VICE PRINCIPALS	SCRUTINY OF DOCUMENTS	10.30 AM TO 4.30 PM, 09/04/2026 TO 13/04/2026
COMMITTEE NO.2	ONE PRINCIPAL AND TWO VICE PRINCIPALS	SCRUTINY OF DOCUMENTS	10.30 AM TO 4.30 PM, 14/04/2026 TO 18/04/2026
COMMITTEE NO.3	ONE PRINCIPAL AND TWO VICE PRINCIPALS	SCRUTINY OF DOCUMENTS	10.30 AM TO 4.30 PM, 20/04/2026 TO 22/04/2026
COMMITTEE-NO.1	ONE PRINCIPAL AND TWO VICE PRINCIPALS	SCRUTINY OF DOCUMENTS OF CANDIDATES, WHO DID NOT REPORT FROM 09/04/26 TO 22/04/26	10.30 AM TO 4.30 PM, 23/04/2026 TO 28/04/2026
COMMITTEE-NO. 04	ONE PRINCIPAL AND TWO VICE PRINCIPALS	TO VERIFY DOCUMENTS OF THOSE STUDENTS WHO WERE ISSUED DEFICIENCY MEMO.	10.30 AM TO 4.30 PM, 09/04/2026 TO 20/04/2026
COMMITTEE-NO. 05	ONE PRINCIPAL AND TWO VICE PRINCIPALS	TO VERIFY DOCUMENTS OF THOSE STUDENTS WHO WERE ISSUED DEFICIENCY MEMO.	10.30 AM TO 4.30 PM, 21/04/2026 TO 02/05/2026


The DDE districts may increase the number of sub-committee as per the requirement of work load during the scrutiny of documents of allotted candidates.

The schedule of Documents verification is as UNDER:

ADMISSION SCHEDULE

Opening of Online Module for filling online application by the EWS/DG/CWSN applicant.	21.02.2026
Last Date of Submission of online application by the EWS/DG/CWSN applicant.	23.03.2026
The date of first computerized draw of lots for the EWS/DG/CWSN applicants.	06.04.2026 at 10:00 AM
Scrutiny of documents by 29 zonal authorities of all the allotted candidates through computerized draw of lots. Reasoned speaking order to be passed by DDE Zone to recommend the candidate for admission.	09.04.26 to 22.04.2026
Final opportunity to be given to the non-reported allotted candidates for scrutiny of documents.	23.04.2026 to 28.04.2026
If any discrepancy is found during scrutiny of documents, candidates to submit requisite documents for admission.	09.04.2026 to 02.05.2026
Final reasoned speaking order in r/o left out cases to be passed by DDE Zone	04.05.2026 to 06.05.2026
If Parents are not satisfied with the order of zonal authorities, they can file appeal to DAMC against the order passed by Zonal Authorities.	07.05.2026 to 12.05.2026
DAMC to examine & pass final orders on appeal.	13.05.2026 to 16.05.2026
Recommended candidates to get admission in respective allotted schools.	09.04.2026 to 20.05.2026
Second computerized draw of lots	To be notified later


This issue with the prior approval of Director (Education).


RAJPAL SINGH
DEPUTY DIRECTOR OF EDUCATION
(PRIVATE SCHOOL BRANCH)

To,
All DDE (District)
Directorate of Education, GNCT of Delhi.

Copy to: -

1. Director (Education), MCD, Government of NCT of Delhi.
2. Director (Education), NDMC, Government of NCT of Delhi.
3. All RDs/District DDEs/DDE (Zones), DoE through website to ensure the strict compliance of above directions & disseminate to all schools under their jurisdiction.
4. DDE (Planning), Planning Branch, DoE Timarpur, Delhi.
5. The HOS/Manager of all Private Unaided Recognized School for strict compliance.
6. Programmer (MIS) for uploading the circular on website.
7. PS to Secretary (Education), Dte. of Education, GNCT of Delhi.
8. PS to Director (Education), Dte. of Education, GNCT of Delhi.
9. PA to Additional Director (PSB), Dte. of Education, GNCT of Delhi.
10. Guard File.


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