Government of NCT of Delhi
Department of Education
Old, Secretariat, Delhi-110054

No. PS/SE/2009/   Date: 16/11/2009

CIRCULAR

According to the mandate of the MHRD, all the Heads of Schools run by Delhi Government, MCD, NDMC and Delhi Cantonment Board (DCB) or private management, with or without aid, have to fill the District Information System of Education (DISE), Data Capture Format (DCF) every year.

From the year 2009-2010, an online module is being used for submitting the DISE data. The DISE Data Capture Format is available on the Department's website **www.edudel.nic.in**

To facilitate matters, a hard copy of the DISE Data Capture Format (DCF) is being provided to each school. The DCF may be filled manually, before filling the information online.

How to Submit On-line DISE Data:- On the homepage, a link named **'DISE Data Capture Format'** is available. Under this link, detailed User Guide is also available at link named **'Instructions for filling up DISE DCF'.** School ID and password have to be entered to access the form. The form can than be filled online. To submit the information in each page the **Save** button has to be clicked after you are satisfied with the available **Preview**. Thereafter, the **Next** button has to be clicked to go to the next page.

After Submitting the DISE data online, the filled in hard copy of the DISE DCF is to be sent to the following address after affixing signature and stamp of the HOS on each page:

CAL LABS, PATRACHAR VIDYALAYA, TIMARPUR, DELHI-110054

All the Heads of Schools should ensure that the information submitted online is correct they will be held responsible for submitting any wrong information.

All the Heads of School are requested to fill the online DISE DCF **by 30/11/2009 positively.**

Any problem in this regard can be communicated on **'Del E'** Mail, using Mail ID **'2222222'** feedback form or to DISE mail box, available on **www.edudel.nic.in** for the specific purpose.

Sd/-
(SH. RAKESH MOHAN)
PRINCIPAL SECRETARY (EDUCATION)

Copy to:
1. PS to Director (Education)
2. All RDE's - to coordinate with the DDEs to get the information filled online.
3. All DDEs - to coordinate with the EOs and DEOs.
4. All EOs - to ensure that the DISE is filled in without any delay, by all schools in their respective zones.