

**GOVERNMENT OF NCT OF DELHI  
DIRECTORATE OF EDUCATION(ACT BRANCH)  
OLD SECRETARIAT, DELHI-110054**

No. F.DE/ACT/2010/05-14

Date: 03/01/2011

**CIRCULAR**

**Sub: Admission for entry level classes in recognised schools imparting  
Education in Delhi.**

Reference is invited to Order No. F.15/DE/ACT/2008/7302-7312 dated 21.12.2010 wherein it was stipulated commencement of admission process by making application forms available w.e.f 01.01.2011 to 15.01.2011 in order to have a reasonable period of 15 days for parents to collect admission forms.

It has been reported that some schools are adapting the policy of "first come first serve" basis, thereby restricting the period of availability of application forms for admission. It is hereby reiterated that school shall invariably make available the application forms up to 15.01.2011. Schools may also make the application form available on its website in downloadable form so that the parents can download and submit the same within the stipulated period.

Non-compliance of these directions shall amount to vitiation of admission process which may attract cancellation of the entire admission process.

This issues with the prior approval of the competent authority.



**(MARCEL EKKA)  
ASST. DIRECTOR OF EDUCATION(ACT)**

**MANAGER/MANAGEMENT OF ALL  
UNAIDED RECOGNISED SCHOOLS IN DELHI.**

No.F.DE/ACT/2010/ 05-14

Dated: 03/01/11

Copy to:-

1. P.S. to Principal Secretary ( Education), Govt. of NCT of Delhi, Old Sect. , Delhi- 54.
2. P.S. to Director ( Education), Govt. of NCT of Delhi, Old Sect. , Delhi- 54.
3. Addl. Director of Education (Act). ( Education), Govt. of NCT of Delhi, Old Sect. , Delhi- 54.
4. All Regional Director of Education, Govt. of NCT of Delhi.
5. All Deputy Director of Districts (with a request to serve this order on Management of the recognized schools of their respective districts under proper acknowledgement).
6. Education Officers/ Deputy Education Officers of respective zones.
7. All office superintendents of Act Branch.
8. O.S. (I.T.) with the request to upload the order on the department web-site in public domain.
9. Guard File.

  
(MARCEL EKKA)

ASSITANT DIRECTOR OF EDUCATION (ACT)