

GOVT. OF NATIONAL CAPITAL TERRITORY  
DIRECTORATE OF EDUCATION OF DELHI  
(ACT BRANCH) OLD SECTT: DELHI-54

NO. 15/Act-I/2012/ 6385-96

Dated: 08/01/13

CIRCULAR

**Subject :- Help Desk for forms of EWS and Disadvantaged Group Category  
from 10<sup>th</sup> to 15<sup>th</sup> January, 2013.**

In continuation of this Office Order No.DE/Act/2012/6022-35 dated 13.12.2012, all the DDEs are hereby directed to make arrangements in the zonal offices for the following w.e.f. 10<sup>th</sup> January 2013 to 15<sup>th</sup> January 2013.-

- 1- Making available common registration forms, to applicants belonging to EWS & Disadvantaged group.
- 2- Receipt of the duly filled common registration forms from the applicants belonging to EWS & Disadvantaged group

For the said purpose, a 'Help Desk' shall be created with Education Officer/Dy. Education Officer as in charge at each zonal office with 2-4 teachers and Deputy Director and Education Officer shall personally supervise the arrangements.

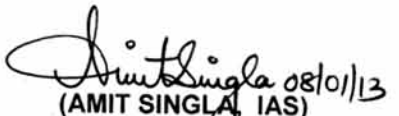
This Help Desk will work up to 15-01-2013 between 10:00A.M. and 02:00 P.M. on all working days.

The receipt of registration forms shall be acknowledged by giving the acknowledgement slip in the format given in Annexure I.

A school wise list of received forms shall be prepared and a copy of same shall also be forwarded to the school under proper acknowledgment.

The Heads of Schools of all Recognized Unaided Schools shall ensure that forms received in district office will be considered for admission/draw of lots.

Heads of all the recognized unaided schools are hereby directed to send one authorized representative on 15-01-2013 at 4:00 P.M. to the concerned district to collect the forms meant for their schools.

  
(AMIT SINGLA, IAS)  
DIRECTOR (EDUCATION)

NO. 15/Act-I/2012/ 6385-96

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Copy to :-

1. P.S. to Hon'ble Chief Minister, Govt. of NCT of Delhi.
2. P.S. to Hon'ble Minister of Education, Govt. of NCT of Delhi.
3. P.S. to Chief Secretary, Govt. of NCT of Delhi.
4. P.S. to Principal Secretary (Education), Govt. of NCT of Delhi, Old Sectt, Delhi.
5. P.S. to Director (Education), Govt. of NCT of Delhi, Old Sectt, Delhi.
6. Addl. Director of Education (Act), Govt. of NCT of Delhi, Old Sectt, Delhi.
7. All Regional Director of Education, Govt. of NCT of Delhi.
8. All Deputy Director of Education, Govt. of NCT of Delhi.
9. Education Officers/Deputy Education Officers of respective zones.
10. Manager/HOS of all Recognized Unaided Private schools.
11. O.S. (IT) with the request to up-load the order on the department web-site in public domain.
12. Guard file.

*P. Lata Tara*  
08/01/13

**(P.LATA TARA)**  
**ASSTT. DIRECTOR OF EDUCATION (ACT-I)**

**ANNEXURE-I**

Name of District –

Name of the Zone –

Registration No

A. Economically Weaker Section

B. Disadvantaged Group

Application of \_\_\_\_\_ (Name of child) S/o / D/o \_\_\_\_\_  
Received on \_\_\_\_\_ (Date) for admission under EWS and Disadvantaged group  
category in \_\_\_\_\_ (Name of School) for the  
class PRE-SCHOOL/ PRE-PRIMARY/CLASS-I for the session 2013-14.

Signature of Incharge  
Of Help Desk