

**GOVT. OF NATIONAL CAPITAL TERRITORY  
DIRECTORATE OF EDUCATION OF DELHI  
(ACT-1 BRANCH) OLD SECTT: DELHI-54**

No. F.DE/15/Act-1/2013/6464

Dated : 11/01/2013

**CIRCULAR**

Directorate of Education, GNCT of Delhi, is in receipt of various complaints/grievances of parents, seeking admission of their wards in recognized unaided schools of Delhi with regard to various aspects related to ongoing admission process.

Therefore, it is felt necessary to clarify points raised by the parents through their complaints/grievances, so that Public Schools and parents can act accordingly.

Major points are clarified below :-

**1- Schools are forcing parents to buy prospectus and charging processing fee.**

Buying of prospectus of school along with application form is not mandatory for parents and schools can neither force parents to buy prospectus nor charge any processing fee. Only Rs. 25/- (Non-refundable) can be charged as admission registration fee from parents.

**2- Schools are following separate admission process for their main school and Montessori/Pre School.**

The Directorate of Education vide order No. 15702-15871 dated 23.3.99 clarified/ ordered that all Pre-schools/Montessori being run by registered societies/ trusts in Delhi as branches of recognized unaided schools in or outside the school premises shall be deemed as one institution for all purposes, therefore schools have to follow single admission process for their pre - school and main school considering them as one institution.

**3- Schools are arbitrarily fixing Upper age Limit.**

The Directorate of Education vide order No. F./DE/15/1031/ACT/2007/7002 dated 24.11.2007 defined the minimum age for admission in pre –school as minimum of three years by 31st March of the year in which admission is being sought and further explained that the ages stipulated for entry classes are minimum ages and the issue of uniform upper age limit is being deliberated by Government.

**4- Schools including unreasonable parameters such as noble cause, representative affirmative action etc in their admission criterion.**

The Directorate of Education vide order No. F./DE/15/1031/ACT/2007/7002 dated 24.11.2007 directed that school shall develop and adopt criteria for admission which shall be clear, well defined, equitable, Non- discriminatory and unambiguous. The schools should not include those parameters which are based on financial or educational status of parents, such as noble cause, in which wards of Doctors or Engineers etc are given points, and should also not include ambiguous parameters such as representative affirmative action which is neither clear nor well defined.

**5- Schools not following directions in r/o quantum of minimum seats at entry level.**

Directorate of Education vide notification dated 28.02.2012 directed that the number of seats at entry level/s shall not be less than the highest number of seats in the entry class during the previous three years.

**6- Schools not giving/accepting forms to/from EWS & Disadvantaged group applicants who are residing more than 1KM away from school**

Directorate of Education vide order dated 13.12.2012 directed that every school shall ensure that the Registration form in the prescribed Proforma are made available free of cost to all applicants under EWS & Disadvantaged without any barrier/hindrance. Schools should accept forms from all applicants under EWS & Disadvantaged group irrespective of distance of residence from school.

**7- Schools not accepting some valid documents as proof of address.**

Some of indicative documents which can be considered as proof of residence of parents / child. (The list is not exhaustive & other documents can also be added by school)

- i) Ration card issued in the name of parents (Mother/Father having name of child).
- ii) Domicile certificate of child or of his/her parents.
- iii) Voter I-Card (EPIC) of any of the parents.
- iv) Electricity bill/MTNL telephone bill/Water bill/Passport in the name of any of the parents or child.
- v) Aadhaar card/UID card issued in the name of any of the parents.

Above directions/clarifications are for strict compliance by all the recognized private schools, any violation will be viewed seriously and strict action against school management will be taken.

*Om*  
*11.01.13*  
**(DR. MADHU RANI TEOTIA, IAS)**  
ADDL. DIRECTOR OF EDUCATION (ACT-1)

To,  
**HOSs & Management of all recognized unaided schools.**

No. F.DE/15/Act-1/2013/6464

Dated : 11/01/2013

Copy to:-

1. P.S. to Secretary (Education), Dte. of Education, Old Sectt.
2. P.S. to Director (Education) Dte. of Education, Old Sectt.
3. All RDEs/DDEs, Dte. of Education.
4. Addl. D.E. (Act-1), Dte. of Education, Old Sectt.
5. O.S. (IT), with the request to up-load on the department's website.
6. Guard file.

*P. Lata Tara*  
**( P. LATA TARA )**  
ASSTT. DIRECTOR OF EDUCATION(ACT-1)