

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

No. F.DE/15/Act-1/2013/ 6671-28

Dated 22/01/2013

**CIRCULAR**

Instructions for HOS of unaided recognized schools & OBSERVERS appointed by DAMC for each unaided recognized school to oversee the process of admission including "Draw of Lots" for Admissions at the Entry Level for the Year 2013 - 14

1. As per Clause 4 (e) of the Notification dated 07/01/2011 issued by the Directorate, *"the concerned Deputy Director (Education) shall nominate an officer not below the rank of Vice Principal, who will work as an observer, during the process of admission. The entire proceeding of draw of lots shall be video-graphed and CD/DVD shall be submitted to Dy. Director of Education along with list of successful candidates on the same day or latest by next day of the draw."*
2. It is the duty of the Head of the unaided recognized School to abide by the provisions of Gazette Notification No. 15 (172) DE/ACT/2010/ 69 dated 07.01.2011 issued by the Directorate of Education, in regard to 'Delhi School Education (Free Seat for Students Belonging to Economically Weaker Sections and Disadvantaged Group) Order 2011'; and subsequent Orders issued from time to time. Observer shall also keep in mind the directions / clarifications contained in the following orders / circulars (copy enclosed)-
  1. Notification dated 7.1.2011
  2. Circular regarding distance criteria dated 11.2.12
  3. Order regarding Admission guidelines for session 2013-14 dated 13.12.12
  4. Circular dated 11.1.2013
3. School only shall be responsible for any dispute or litigation matter arising out of non-compliance of directions of the Directorate contained in the above-mentioned Orders/Notifications with regard to admission process.
4. It shall be the sole responsibility of the Head of the school of unaided recognized schools to categorize applications received for each entry level class strictly as per the Distance Criteria and strictly follow instructions issued vide Circular No. F. 15(11) DE /ACT/2011/7563-74 dated 13/02/2012 and hold Draw of Lots accordingly, if required. Observer will have no role in judging as to whether the distance based categorization is correct or not. It shall be the duty of the Observer to ensure that no sub-division of these categories and/or clubbing of these categories has been done by the school. In this regard Hon'ble High Court of Delhi in its judgment dated 31.01.2012 in WP (c ) No. 636/2012 titled " Federation of Public Schools v/s Govt. Of NCT of Delhi" and WP (c ) No. 40/2012 titled " Federation of Public School v/s Director (Education)" has laid down the following neighbourhood

*PM*

criteria to be followed by the recognized unaided private schools for admitting children from **economically weaker section and disadvantaged group**.

1. Admission shall first be offered to eligible students belonging to EWS and Disadvantaged Group residing within 1 km. of the specific school.
  2. In case the vacancies remain unfilled, students residing within 3 km. of the school shall be admitted.
  3. If there are still vacancies, then the admission shall be offered to other students residing within 6 km. of the institution.
  4. Students residing beyond 6 km. shall be admitted only in case vacancies remain unfilled even after considering all the students within 6 km. area.
5. In case of unaided minority schools who have been allotted land at concessional rates by Govt. agencies, the Hon'ble Delhi High Court vide their interim order dated 30.05.2007 in WP ( C ) no.3156/2002 directed such schools to give 10%+5% EWS admission and also devised the distance criteria for giving admission to **EWS** therefore the admission in such unaided minority schools shall be done strictly as per distance formula devised by the Hon'ble High Court Delhi which is as under --
- (i). Admission shall be first offered to eligible students from proper sections residing within 3 kilometers of the institution.
  - (ii) In case vacancies remain unfilled, students residing within 6 kilometer of the institutions shall be admitted.
  - (iii). Students residing beyond 6 kilometers shall be offered admission only in case the vacancies remain unfilled even after considering all students within 6 kilometers area.
6. It shall be the duty of the Observer to ensure that no sub-division of these categories and/or clubbing of these categories has been done by the school.
7. The Heads of Schools shall inform by way of a notice to parents/guardians of eligible students about the specified date and time on which the draw of lots is fixed for ; to be held in the presence of the OBSERVER.
8. The OBSERVER of the DAMC is authorized to scrutinize any relevant records of the school related to the admission and has the right to take copies of any relevant documents including details of children as per requirement, duly signed by the Head of the assigned Recognized Un-aided Public School.

9. The issue of minimum age of admission has been again clarified vide circular dated 11.1.2013. Till the time the government decides to put a uniform upper age limit (which is under consideration), the concerned school shall be fully responsible for the decision school has taken in respect of upper age limit. The observer will have no responsibility in this regard.
10. If the OBSERVER finds that the school is ignoring any of the provisions of the Notification dated 07.01.2011 and Order Dated 13-12-2012 of the Directorate of Education and/or is involved in any unfair practice, an appropriate report specifying the violations is to be furnished in writing to the DAMC Chairperson.

*M*  
22.01.13

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

Enclosures: as above

To

1. HOS of all recognized unaided schools.
2. Observers for Admission Process.

No. F.DE/15/Act-1/2013/ 6621-28

Dated: 22/01/2013

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. P.A. to 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*  
22/01/13

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

**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)

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

NO.F. DE./ACT/2012/ 6022-35

Dated:- 13/12/12

**ORDER**

**Subject: Admission schedule for entry level classes in recognized un-aided schools of Delhi for the session 2013-14**

1. In continuation of the Dte. of Education order No.F.DE/ACT/2011/6525-34 dated 16/12/2011 read with the orders/notifications detailed below, the following admission schedule and guidelines are issued for conducting admissions to Pre-School/Pre-Primary/Class-I classes (entry level) for academic session 2013-14:-
  - A) Notification No. F.15(172)/DE/Act/2010/4926-40 dated 17.10.2012 including "Orphan" as defined in The Juvenile Justice (Care & Protection of Children) Rules, 2007, within the meaning of Children belonging to Disadvantaged Group as defined in Section 2 (d) of the RTE Act-2009,
  - B) Neighbourhood Distance criteria devised by the Hon'ble Delhi High Court in their order dated 31.01.2012 regarding children belonging to Economically Weaker Section & Disadvantaged Group and subsequently circulated vide this Directorate's circular no. F.15 (110)/DE/Act/2011/7563-74 dated 13.02.2012,
  - C) Order dated 24/05/2012 of the Hon'ble Delhi High Court in WPC no. 8434/2011 regarding granting 25% admission to children belonging to Economically Weaker Section & Disadvantaged Group at entry levels where fresh admissions are made in pre-school, pre-primary and Class-I and circulated vide this Directorate's circular no. 2393-2004 dated 04.06.2012


**2. ADMISSION SCHEDULE**

<b>Commencement of admission process</b>	: 01.01.2013
Commencement of availability of admission application	: 01.01.2013
Last date of submission of admission applications in schools	: 15.01.2013
Last date for displaying the list of selected children including for EWS & Disadvantaged group category (including waiting list)	: 15.02.2013
Last date for displaying the 2nd list (if any)	: 28.02.2013
<b>Closure of admission process</b>	: 30.03.2013



3. No deviation from the above schedule shall be permitted. Each school shall display this admission schedule on its notice board and web site. Further each school shall ensure that admission applications are made available to all applicants till the last date of submission of admission applications i.e. 15/01/2013.
4. The Directorate of Education has devised a Common Registration Form for admission under EWS & Disadvantaged Category and the same is uploaded on the official website of Directorate of Education i.e. [www.edudel.nic.in](http://www.edudel.nic.in) for the benefit of the schools as well as the applicants. Copy of the same is enclosed as Annexure-I. All the schools are directed to **use the said format only** by downloading the said form or using a printed version of the application form. Parents may get the Common Registration Form from the schools or may download the same from the above mentioned website. **Every school shall ensure that the Registration forms in the prescribed Proforma are made available free of cost to all applicants under EWS & Disadvantaged without any barrier/hindrance.**
5. The Department of Women & Child Development, Govt. of NCT of Delhi, vide order no.61/495/Orphan/DD(CPU)/DWCD/2012-13/2682-842 dated 11/11/2012 has issued instructions regarding issuance of certificate declaring a child "Orphan". Copy of the same is enclosed as Annexure-II.
6. All schools shall ensure that children belonging to Economically Weaker Section & Disadvantaged Group shall be given admission on the basis of neighborhood/distance criteria devised by Hon'ble High Court vide their judgment dated 31.01.2012 in WP ( C ) No. 636/2012 & WP (C) No. 40/12 & subsequently circulated vide this Directorate's Circular No. F.15(110)/DE/Act/2011/7563-74 dated 13.02.2012.
7. All schools admitting children in preschool , pre primary and/ or class -1 level shall have to conform to 25% reservation at entry levels wherever fresh admission are made as directed by the Hon'ble High Court of Delhi vide order dated 24.05.2012 in WP(C) No. 8434/2011 and circulated vide this Directorate's circular no. 2393-2004 dated 04.06.2012.
8. Further all schools shall comply with the notification dated 28.02.2012 which directs that the number of seats at the entry level/s shall not be less than the highest number of seats in the entry class during the previous three years.

9. After the closure of admission process on 30.03.2013, each school shall send the details of the number of vacant seats under Economically Weaker Section & Disadvantaged Group to the concerned District Deputy Director of Education by 16:00 hours on 06.04.2013 in addition to the online module available on this Directorate's website also. The concerned districts will compile the school wise status of such vacant seats under the Economically Weaker Section & Disadvantaged Group category and forward the same to the Act Branch of this Directorate latest by 10.04.2013 so that necessary steps to fill all the vacant seats can be taken.

  
AMIT SINGLA, IAS  
DIRECTOR (EDUCATION) 13/12/12


**Management/Heads of all Recognized Unaided Schools through district DDEs.**

NO.F. DE./ACT/2013/ 6022-35

Dated :- 13/12/12

Copy to :-

1. P.S. to Hon'ble Lieutenant Governor, Delhi.
2. P.S. to Hon'ble Chief Minister, Govt. of NCT of Delhi.
3. P.S. to Hon'ble Minister of Education, Govt. of NCT of Delhi.
4. P.S. to Chief Secretary, Govt. of NCT of Delhi.
5. P.S. to Principal Secretary (Education), Govt. of NCT of Delhi, 7<sup>th</sup> Level, Delhi Sectt, Delhi.
6. P.S. to Secretary (Education), Govt. of NCT of Delhi, Old Sectt, Delhi.
7. P.S. to Director (Education), Govt. of NCT of Delhi, Old Sectt, Delhi.
8. Addl. Director of Education (Act), Govt. of NCT of Delhi, Old Sectt, Delhi.
9. All Regional Directors of Education, Govt. of NCT of Delhi.
10. All Deputy Directors of Education, Govt. of NCT of Delhi.
11. Education Officers/Deputy Education Officers of respective zones.
10. All office superintendents of Act Branch.
11. O.S. (IT) with the request to up-load the order on the department web-site in public domain.
12. Guard file.

  
13.12.12  
MADHU TEOTIA, IAS  
ADDL. DIRECTOR OF EDUCATION (ACT-I)





19. Proof of Disadvantaged group \*\*\*\* : \_\_\_\_\_

Declaration by the parents

I ..... (Name) Father/ Mother of  
..... (Name of the child) hereby declare that the  
information given above is true and correct to the best of my knowledge and belief. I  
have read and understood all the provisions of the notification in this regard. In case  
any information is found false or incorrect on verification, the admission of my ward  
may be cancelled.

Signature of the Parent

Dated :

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Submit anyone of the following documents as proof:

\*

- (1) Birth certificate under the Births, Deaths and Marriages Certification Act, 1986.
- (2) Hospital/ Auxiliary Nurse and Midwife (ANM) register record.
- (3) Anganwadi Record.
- (4) Declaration of the age of the child by the parent or guardian.

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- (1) Ration card issued in the name of parents (mother/ father having name of the child).
- (2) Domicile certificate of child or of his/ her parents.
- (3) Voter I- card of any of the parents.
- (4) Electricity bill/ mtnl telephone bill / water bill.
- (5) Unique Identity Card of mother/ father/ child issued by Government of India.
- (6) Passport in the name of any of the parents or child.

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- (1) Income certificate issued by a Revenue Officer not below the rank of Tehsildar.
- (2) BPL Ration Card ( Yellow Coloured)
- (3) AAY Ration Card ( Pink Coloured)

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- (1) A Certificate issued by a Revenue Officer not below the rank of Tehsildar or any other Competent Authority.
- (2) Caste Certificate issued by DC Office.
- (3) Medical Certificate from Govt. Hospital, in case of children what special needs/ disabilities.
- (4 ) A Certificate issued in accordance with instruction issued by the Department of Woman and Child Development, GNCT of Delhi, vide order dated 11.12.12 in case of Orphan Child.

DEPARTMENT OF WOMEN AND CHILD DEVELOPMENT  
GOVT OF NCT OF DELHI  
1, CANNING LANE, K.G. MARG, NEW DELHI  
(CHILD PROTECTION UNIT)

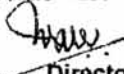
F. No.61/495/Orphan/DD(CPU)/DWCD/2012-2013 26826-842

Dated:

ORDER

11 DEC 2012

The Department of Education, Govt. of NCT of Delhi has notified Delhi School Education (Free Seats for students belonging to Economically Weaker Sections & Disadvantage Group) Amendment Orders, 2012 vide notification dated 17.10.2012 (copy enclosed). All the Child Welfare Committees are hereby authorized to issue certificate declaring a Child 'Orphan' in terms of Rules 2(k) of Delhi Juvenile Justice (Care & Protection of Children) Rules, 2009 after necessary inquiry.

  
Director

Women & Child Development

F. No.61/495/Orphan/DD(CPU)/DWCD/2012-2013 26826-842  
Copy forwarded for information to:

Dated

11 DEC 2012

1. The Secretary to the Minister of Women & Child Development, Govt. of NCT of Delhi, Delhi Secretariat, New Delhi.
2. The OSD to Chief Secretary, Govt. of NCT of Delhi, Delhi Secretariat, New Delhi.
3. The Pr. Secretary (Home), Govt. of NCT of Delhi, Delhi Secretariat, New Delhi.
4. The Pr. Secretary (Health), Govt. of NCT of Delhi, Delhi Secretariat, New Delhi.
5. The Special Secretary (Education), Govt. of NCT of Delhi, Old Secretariat, New Delhi.
6. The Secretary Department of Women & Child Development, GLNS Complex, Delhi Gate, Delhi.
7. The Secretary (Law & Judicial), Govt. of NCT of Delhi, Delhi Secretariat, New Delhi.
8. The Secretary, Department of Labour, 5, Shyam Nath Marg, Delhi.
9. The Chairperson/Members, Child Welfare Committee, Nirmal Chhaya Complex. Jail Road, Delhi.
10. The Chairperson/Members, Child Welfare Committee, Sewa Kutir Complex, Kingsway Camp, Delhi.
11. The Chairperson/Members, Child Welfare Committee, NPS School, Near Delhi Police Apptt. Mayur Vihar Phase-I, Delhi.
12. The Chairperson/Members, Child Welfare Committee, Kasturba Niketan Complex, Lajpat Nagar, Delhi.
13. The Chairperson/Members, Child Welfare Committee, Sanskar Ashram, Dilshad Garden, Delhi.
14. The Chairperson/Members, Child Welfare Committee, Asha Kiran Complex, Avantika, Rohini, Delhi.
15. The Chairperson/Members, Child Welfare Committee-VII, After Care Home for Women, Nirmal Chhaya Complex, Jail Road, New Delhi.



Director

Women & Child Development

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

No.F.15 (110)/DE/ACT/2011/7563-74

Dated: 13.02.2012

**CIRCULAR**

Attention of all recognized unaided private schools is invited to notification No. 15(172)/DE/ACT/2011/7290-7304 dated 27.01.2012 issued under Section 35 and 38 of the Right of Children to Free and Compulsory Education Act, 2009 (RTE Act) read with sub-rule 3 of Rule 10 of Delhi Right of Children to Free and Compulsory Education rules, 2011. In this regard Hon'ble High Court of Delhi in its judgment dated 31.01.2012 in WP (C) No. 636/2012 titled "**Federation of Public Schools v/s Govt. of NCT of Delhi**" and WP (C) No. 40/2012 titled "**Federation of Public School V/s Director (Education)**" has laid down the following neighbourhood criteria to be followed by the recognized unaided private schools for admitting children from economically weaker section and disadvantaged group.

1. Admission shall first be offered to eligible students belonging to **EWS and disadvantaged group** residing within 1 km. of the specific school.
2. In case the vacancies remain unfilled, students residing within 3 km. of the school shall be admitted.
3. If there are still vacancies, then the admission shall be offered to other students residing within 6 km of the institution.
4. Students residing beyond 6 km. shall be admitted only in case vacancies remain unfilled even after considering all the students within 6 km area.

The above directions of Hon'ble High Court of Delhi are to be strictly complied by all private un-aided schools with effect from the date of aforesaid order of Hon'ble High Court.

This issues with the approval of competent authority.

Any complaint regarding non-compliance of the order would be viewed seriously.  
Hindi version of this circular shall follow shortly.



**(P.Lata Tara)**  
**Asstt. Director of Education (Act)**

No.F.15(110)/DE/ACT/2011/ 7563-74

Dated: 13-02-2012

Copy to :

1. Pr. Secretary to the Hon'ble Chief Minister, Delhi
2. Secretary to Minister of Education, GNCTD
3. Spl. Secretary (Education), DOE, Delhi
4. Addl. Director (Act/ Admn. /Cord.), DOE, Delhi
5. P.S. to Director(Education), DOE, Delhi
6. All Regional Directors of Education, DOE, Delhi
7. All Deputy Directors of Districts, DOE, Delhi
8. EOs / DEOs of Respective Zones, DOE, Delhi
9. All Supdts. of Act Branch, DOE, Delhi
10. O.S.(I.T.)with the direction to upload this notification on the official website.
11. Managers and Heads of all un-aided recognized Schools of GNCTD
12. Guard File



(P. Lata Tara)  
Asstt. Director of Education (Act)

(TO BE PUBLISHED IN PART-IV OF THE DELHI GAZETTE-EXTRA ORDINARY)  
GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI  
(EDUCATION DEPARTMENT)  
OLD SECRETARIATE, DELHI – 110 054.

No.15 (172)/DE/Act/2010/64

Dated: 07/01/2011

**NOTIFICATION**

No.15 (172)/DE/Act/2010/\_\_\_\_\_: In exercise of the powers conferred by sub-section (1) of section 3 of the **Delhi School Education Act, 1973** (18 of 1973) read with rule 43 of the **Delhi School Education Rules, 1973** and under the provisions of the **Right of Children to Free and Compulsory Education Act, 2009** and in supersession of Order No.F/DE/15/ACT/2006/424 dated 25.1.2007 or any other order issued in this regard, except as respects things done or omitted to be done before such supersession, the Lt. Governor of the National Capital Territory of Delhi, hereby makes the following order, namely:-

1. **Short Title and Commencement** – (1) This Order may be called the **Delhi School Education (Free seats for Students belonging to Economically Weaker Sections and Disadvantage Group) Order, 2011.**  
(2) This order shall come into force with immediate effect.
2. **Definitions** - In this order, unless the context otherwise requires:-
  - (a) “**Act**” means the Delhi School Education Act, 1973 (18 of 1973)
  - (b) “**Class**” includes the entry level class such as pre-school or first class as the case may be.
  - (c) “**Child belonging to weaker section**” means a child whose parents have total annual income of less than **one lakh rupees** from all sources and who have been staying in Delhi **for the last three years.**
  - (d) “**Child belonging to disadvantaged group**” means a child belonging to the Scheduled castes, the Schedule tribes, the Other Backward classes not falling in the creamy layer, child with special needs and suffering from disability as defined in the Persons with Disabilities (Equal Opportunities, Protection and Full Participation) Act, 1996.

Contd..2/..



- (e) **“DAMC”** means District Admission Monitoring Committee set up under paragraph 7 of this order, in each district.
- (f) **“RTE Act”** means the Right of Children to Free and Compulsory Education Act, 2009.
- (g) **“School”** means a school as defined under section 2(n) (iii) and (iv) of RTE Act-2009.

**3. Free seats for students belonging to weaker section and disadvantaged group:**

- (a) All Schools shall admit children in class one to the extent of **at least twenty-five per cent** of the strength of that class, children belonging to weaker sections and disadvantaged groups in neighborhood and provide free and compulsory elementary education till its completion: Provided that where such school imparts pre-school education, the provisions shall apply for admission to such pre-school education.
- (b) No separate or exclusive class or shift shall be arranged for imparting education to the students admitted against free seats mentioned in sub-paragraph (a)
- (c) No tuition fee or any other charges or fee or fund shall be charged from the student admitted against the free seat.

**4. Manner of admission against free seats –** (a) The School shall display the total number of seats, the free seats available at entry level, the date of submission of applications for admissions against free seats in entry level, the date(s) of display of list of eligible candidates for draw, date(s) of draw, date(s) of display of list of successful candidates , date(s) of display of waiting list, date(s) of deposition of fees, last date of admission as per prescribed proforma (**Annexure-I enclosed**) on the notice board in the school and shall also notify the same to the concerned Dy. Director of Education by the **10<sup>th</sup> January 2011 and thereafter by 31<sup>st</sup> December** of the year proceeding the academic year for which such admissions are being made.

- (b) Total number of seats at the entry level i.e. nursery or Ist Class as the case may be shall not be less than the total number of seats in any other class of the school.

- (c) No registration fee, including charges of prospectus, shall be charged from the parents/children applying against free seat. The School shall provide **Common Admission Form (Annexure-II enclosed)** free of cost to parents/children as prescribed by the Directorate of Education. The application form would be available on the web-site of the DOE ([www.edudel.nic.in](http://www.edudel.nic.in)). Parents may download the form and submit to the school concerned.
- (d) In case the number of applications for admission against the free seats at entry level classes exceeds the number of seats available, admission shall be made by draw of lots in the presence of parents of the applicants and of a nominee of Education Department, not below the rank of Vice Principal.
- (e) The School shall request the concerned District Dy. Director (Education) for the name of nominee of the department. The concerned District Dy. Director (Education) shall nominate an officer not below the rank of Vice Principal, who will work as an observer, during the process of admission. The entire proceeding of draw of lots shall be video graphed and CD/DVD shall be submitted to Dy. Director of Education along-with list of successful candidates on the same day or latest by the next day of the draw.
- (f) The School shall acknowledge the application for admission against free seats through a receipt and shall assign each application a **registration number**. The **Registration-Slip (Annexure III enclosed)** shall also indicate the date(s) of display of list of eligible candidates for draw, date(s) of draw, date(s) of display of list of successful candidates, date(s) of display of waiting list, date(s) of deposition of fees, last date of admission.
- (g) In case, the application of any child is found not to be in order and is rejected, the reasons for its rejection shall be recorded and communicated to the parents.
- (h) List of children admitted in the first list along with waiting list to the extent of 25% of seats under economically weaker sections quota shall be displayed on the notice board of the school on the scheduled date.
- (i) The School shall display the list of children to be admitted, under Free ship and general category, commonly in alphabetic order indicating (G) against general category children.

- (j) In case the number of applications for admission against the free seats is below the number of seats available, admission shall be made from the available applications and the vacant seats shall be re-notified for inviting further applications and also be notified to DAMC.
  - (k) The School shall furnish all such details as mentioned in paras (a), (c), (f), (g), (h) and (i) regarding free-ship seats on its website and also on official website of Directorate of Education giving all details **through the link provided by the department on the same day or latest by next very day of the such events.**
5. **General Conditions.**--- (a) No screening procedure i.e. interview, counseling, written or oral test of any type of parents or child shall be conducted for the purpose of admission in violation of section 13 (1) of RTE Act, -2009 otherwise the School shall be penalized as per section 13(2) (b) of RTE Act-2009.
- (b) Each school shall admit children from its neighborhood or extended neighborhood area, as notified by the Directorate of Education from time to time.
  - (c) The admission against the free seats shall be regulated by the Head of the School as per the provisions of the Delhi School Education Act, 1973 and RTE Act, 2009 and the Rules framed thereunder, subject to the provisions of this order.
  - (d) The Head of school shall be responsible for compliance of these orders for admission and will verify the list of students and other documents, so admitted.
  - (e) Any Authorized officer of Directorate of Education may verify such admissions and may call details/ records of such admissions
  - (f) The school shall up-load the details of admitted child on official website of the department as already specified above and **an unique ID** shall be generated for every admitted child, which shall remain the same during the stay of the child in the school.
  - (g) Free-ship benefit shall continue to be extended to each student admitted under the Free Quota, till he/she completes elementary education in that particular school.

6. **Documents required for admission on free-seat .---** (a) For the admission of child belonging to weaker sections - **Income –Certificate issued by a revenue officer not below the rank of Tehsildar or BPL Ration Card (yellow coloured) or AAY Ration Card (Pink coloured)** 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.

- (b) 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
- (c) The school shall not consider any other document except any one of the following documents, as **proof of residence :-**
- (i) Ration card issued in the name of parents (mother/father having name of the child)
  - (ii) Domicile certificate of child or of his/her parents.
  - (iii) Voter I-card of any of the parents
  - (iv) Electricity bill/ MTNL telephone bill / water bill / Passport in the name of any of the parents or child

7. **District Admission Monitoring Committee:** (a) There shall be a District Admission Monitoring Committee (DAMC) in each district and the concerned Dy. Director (Education), Directorate of Education, GNCTD, shall be the Chairperson of the DAMC, concerned Education Officers /Dy. Education Officers of Directorate of Education and concerned Education officer of MCD / NDMC/ Delhi Cantt. Board as the case may be shall be the member of DAMC

- (b) Any parent, aggrieved by the action of the school may file a complaint in writing to the DAMC, addressed to the concerned Dy. Director of Education (Chairperson).

- (c) The DAMC shall maintain the Register / database of grievances and will take immediate appropriate action for their redressal. The information shall also be made available on the website of the Directorate of Education by DAMC
  - (d) The DAMC shall prepare cluster /zone-wise vacancy data for free-seats and shall forward the names of children to schools where vacant seats are available, for admission against free-seats, following the principle of neighborhood school.
  - (e) The DAMC may call for the details from any school under its jurisdiction for ensuring the compliance of this order/notification.
  - (f) The DAMC shall establish a **Help-Desk** in the district office to help parents / guardians regarding admissions under free ship quota and other procedures, during office hours manned by two well-conversant officials of the District/Zone. The help desk shall be functional till the admission process is closed.
  - (g) The School shall file annual return in the prescribed proforma (**Annexure-IV enclosed**) to the DAMC of the concerned district regarding details of admissions made within 10 days of the closure of admission
8. The schools providing free and compulsory elementary education under Right of Children to Free and Compulsory Education Act, 2009 shall be **reimbursed** by the Government to the extent of per-child-expenditure incurred by the State Government and Local Authorities, or the actual amount charged from the child, whichever is less, as per section 12 (2) of RTE Act, 2009 :


Provided further that where such school is already under any obligation to provide free education to a specified number of children, on account of it having received any land, building, equipment or other facilities, either free of cost or at a concessional rate, such school shall not be entitled for reimbursement to the extent of such obligation.

9. **The school shall open separate bank account for reimbursement in a Scheduled Bank.**

: 7:

10. The Director (Education), Government of National Capital Territory of Delhi may , if he is of opinion that in the interest of school education in Delhi, in general and in order to implement the provisions of this order in particular, it is necessary so to do, may issue instructions/guidelines /clarifications from time to time.

**By Order and in the name of the  
Lt. Governor of the National  
Capital Territory of Delhi,**

  
\_\_\_\_\_  
07-01-2011

**(SURESH GUPTA)**

**Addl. Secretary of Education (Admn.)**



**Annexure - 1****( For Admission in Entry level classes for session 2011-2012)****Name of School =****Total number of seats at entry level =**

<b>S.No</b>	<b>Detail</b>	
1	Seats available	(a) General Seats :- (b) Free-Seats :- (Atleast 25% of total seats)
2	Date of starting of distribution of Admission - Form.	
3	Last date of distribution of Admission - Form.	
4	Date of starting of submission of Admission - Form.	
5	Last date of submission of Admission - Form.	
6	Date of draw/lottery (if application are more than number of seats available in each category).	
7	Date of Display of list of eligible candidates for Draw/lottery.	
8	Date of display of list of successful candidate in Draw along with 1st waiting list.	
9	Last date of deposit of fee for successful candidate).	
10	Date of display of II nd waiting list alongwith last date of deposition of fee of I st waiting list.	
11	Date of display of IIIrd waiting list alongwith last date of deposition of fee of II nd waiting list	
12	Date of deposition of Fee of III rd waiting list & so on.	
13	Last date of Admission/closure of Admission.	
<b>Note:- Admission shall be done only by draw of lots/lottery. There will be no screening or written test, or interview on profiling of child/parents.</b>		

## Annexure - II

### Common Application Form for the Admission under Free Ship Quota

Registration Number (To be filled by the school)	<input type="text"/>	A	Weaker Section	<input type="checkbox"/>
		B	Disadvantaged group	<input type="checkbox"/>
			(Please Tick whichever is applicable)	
1. Name of the School :	_____			
2. Name of the Child :	_____			
3. Name of the Parents :	_____			
Mother :	_____			
Father :	_____			
4. Residential Address :	_____			
5. Proof of residence enclosed _____	(Refer Clause 6(c) of notification)			
6. Profession of the Parents :	_____			
Mother :	_____			
Father :	_____			
7. Total Annual Income of Parents from :	_____			
all sources	_____			
8. Proof of Income enclosed :	_____ (Refer Clause 6(b) of notification)			
9. Proof of Disadvantaged group: _____	(Refer clause 6(a) of notification)			

#### Declaration by the Parents

I ..... (Name) father/mother of  
..... (name of the child) hereby declare that the information mentioned  
above is true and correct to the best of my knowledge and belief. I have read and understood all the  
provisions of the notification in this regard. In case any information found false or incorrect on  
verification, the admission of my ward may be cancelled.

**Signature of the Parents**

Dated:

**Annexure -III**  
**Registration Slip (To be issued to Parents)**

Application of ..... (Name of the Child) S/o/ D/o  
..... Received on ..... (date).

Registration Number :

A Weeker Section

B Disadvantaged group

- a) Date of draw of lots ( if required) : \_\_\_\_\_
- b) Date of Display of eligible candidate for Draw/Lottery : \_\_\_\_\_
- c) Date & Display of successful candidate alongwith 1st waiting list : \_\_\_\_\_
- d) Dates for admission and deposition of fees From : \_\_\_\_\_ To : \_\_\_\_\_  
of successful candidates.
- e) Date for display of II nd waiting list and date of From : \_\_\_\_\_ To : \_\_\_\_\_  
deposition of fees from 1st waiting list
- f) Date of display III rd waiting list & date of From : \_\_\_\_\_ To : \_\_\_\_\_  
deposition of fees from II nd waiting list
- g) Last date of Admission : \_\_\_\_\_

**Signature of Head of the School/ Admission Incharge**

