

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

No.DE.15/Act I/Inf./2013/21896-902  
**CIRCULAR**

Dated : 7/3/14

**Sub:- Requisition of data in respect of EWS and DG category students for the academic session 2013-14 for reimbursement under the provisions of Right to Education Act, 2009**

Reference circular No.F.DE/15/Act 1/2013/6840-46 dated 07.02.13 regarding submission of information in respect of students admitted under Economically Weaker Section and Disadvantaged Group category on the on-line module of the departmental website.

It has been noticed that the said module which is available on this Directorate website [www.edudel.nic.in](http://www.edudel.nic.in) in which the aforesaid information is required to be filled in by the Private Unaided Recognized Schools of Delhi in respect of the students admitted under Economically Weaker Section and Disadvantaged Group category in the Academic Session 2013-14 as well has not been filled by the Schools.

Therefore, Heads of all Private Unaided Recognized schools of Delhi are hereby directed to fill the requisite information within **seven days** through Directorate of Education's website [www.edudel.nic.in](http://www.edudel.nic.in) using School Login ID & Password at the Link '**School Plant**' under the head EWS admissions 2013-14.

*Madhu Rani Teotia*  
07.3.14  
(DR.MADHU RANI TEOTIA, IAS)  
ADDL. DIRECTOR OF EDN. (ACT I)

To  
Management/Heads of all Recognized Unaided Private Schools.

No.DE.15/Act I/Inf./2013/21896-902  
Copy to :

Dated : 7/3/14

1. P.S. to Pr. Secretary (Education), Dte. of Edn., GNCT of Delhi.
2. P.S. to Director (Education), Dte. of Edn., GNCT of Delhi.
3. P.A. to Addl. Director of Education (Act I), Dte. of Edn., GNCT of Delhi.
4. All DDEs, Dte. of Edn., GNCT of Delhi for compliance in their respective jurisdiction.
5. Education Officers/Dy. Edn. Officers of respective zones.
6. O.S. (IT) with the request to up-load the circular in the departmental website in public domain.
7. Guard file.

*P. Lata Tara*  
07.3.14  
(P.LATA TARA)  
ASSTT. DIRECTOR OF EDN.

Government of National Capital Territory of Delhi  
Directorate of Education : RTE Branch  
Old Secretariat : Delhi-110054

No.F.DE/15/Act-1/2013/ 6840-46

Date : 07/02/13

**CIRCULAR**

The Directorate of Education GNCT of Delhi has developed an on-line module for submission of information in respect of students admitted under Economically Weaker Section and Disadvantaged Group category for the session 2012-13.

Heads of unaided recognized schools of Delhi are hereby directed to fill information in the above said module within 10 days. The module can be accessed on-line through Directorate of Education's website [www.edudel.nic.in](http://www.edudel.nic.in) using School Login ID & Password at the Link 'School Plant' under the head 'EWS admissions 2012-13.

The hard copy of the same along with copies of the relevant records of each child shall be submitted to the office of concerned Education Officer within 10 days of submission of on line information. The concerned Education Officers are directed to ensure the compliance of the same.

On line information submitted by schools will be accessible to Zonal Education Officers who will forward the same to Act Branch after physically verifying students details and other relevant information from the records submitted by respective schools to the zonal office.

Instructions/guidelines for filling information, on line, are annexed herewith for reference.

Con  
06.02.13

(Dr. Madhu Rani Teotia)  
IAS

Addl. Director of Education (Act-1)

Enclosures : As above.

**Heads of all unaided recognized schools,  
Zonal Education Officers.**

No.F.DE/15/Act-1/2013/ 6840-46

Dated: 07/02/13

Copy to:-

1. PS to Secretary (Education), Dte. of Education, Old Sectt., Delhi.
2. PS to Director (Education), Dte. of Education, Old Sectt., Delhi.
3. All RDEs/District DDEs, Dte. of Education, Old Sectt., Delhi.
4. P.A. to Addl. D.E. (Act-1), Dte. of Education, Old Sectt., Delhi.
5. OS (IT) with the request to up-load this circular on the website of the Department.
6. Guard file.

(P. Lata Tara)

Asstt. Director of Education (Act-1)

## INSTRUCTIONS/GUIDELINES FOR SCHOOLS/EDUCATION OFFICERS

### **Entries to be made at the School Level. (At Level-I)**

Schools must keep the following information handy before attempting to make on-line entries in this module.

1. Complete School address.
2. The obligation of the school (11 percent) to admit students from EWS & Disadvantage Group category if the school is built on land allotted by Govt. Agency.
3. The actual recurring expenditure of the school per student per month excluding development fund and earmarked levies. (Documentary evidence to be provided to the concerned Education Officer)
4. The actual amount charged by the school per student per month. (Documentary evidence to be provided to the concerned Education Officer)
5. Students' details such as (for each Entry Level Class)
  - a) Student Name
  - b) Religion
  - c) D.O.B.
  - d) Father's name
  - e) Mother's name
  - f) Residential address
  - g) Date of admission
  - h) Whether admission under:
    - a) EWS, or
    - b) Disadvantaged Group -  
SC/ST/OBC/Orphan/Child with special needs

Schools must take utmost care while submitting information, on-line, as any wrong entry made by the School can only be corrected at the level of Zonal Education Officer. Moreover, schools

shall submit duly signed hard copy of the information fed on-line along with copies of all relevant documents to the office of the Education Officer concerned within 10 days for physical verification.

**Zonal Education Officer (At Level-II)**

Education Officers are requested to forward to ACT - I Branch the information submitted by those schools only which is found to be correct on physical verification. Otherwise, clarification shall be taken from school and information should be submitted to ACT - I Branch only after rectification is done.

-----