

1.

PUBLIC CIRCULAR
REG. ADMISSIONS OF DISABLED CHILDREN
IN SELECTED PRIVATE SCHOOLS.

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

No.F.DE-15/Act 1/WPC 1225/14/2015/28748-54 Dated: 10/02/2015

CIRCULAR

In pursuance of the directions of Hon'ble High Court in WPC-1225/2014 titled Pramod Arora Vs. Hon'ble L.G. Delhi & Ors., this directorate has got inspected 231 private unaided recognized schools of Delhi to verify the facilities available for the children with special need for different kinds of disabilities. The details of the schools are uploaded in the scroll list on the website of the department i.e. www.edudel.nic.in under head **Information regarding facilities available for disabled children in private unaided recognized schools.** Directorate of Education has also devised common registration form for applying for admissions in Private unaided recognised schools by the parents of disabled children which is also available on the website of the department in the scroll list.

Further, the Hon'ble High Court vide order dated 14.01.2015 Contempt Case 325/2014 (WPC 1225/2014) and Review Petition No. 244/2014 in the matter of Promod Arora Vs GNCTD and Anr has directed to make necessary efforts so that a copy of every form filled by the prospective candidates is generated and received automatically by the nodal agency which shall maintain a record for this purpose so as to follow-up on the ultimate outcome.

The operative part of the order is as under:-

"The GNCTD, to achieve this end, shall ensure that a copy of every form filled by the prospective candidates is generated and received automatically by the nodal agency which shall maintain a record for this purpose so as to follow-up on the ultimate outcome. In the event the concerned child or children are admitted, an appropriate entry may be made and the matter closed. In any other eventuality, the nodal agency shall take appropriate steps to counsel the child or parents as to the other options available. The necessary and consequential orders in the light of the judgment of this Court dated 03.04.2014 in para 61 shall be also made."

The Hon'ble High Court has also directed to make necessary and consequential orders in the light of judgement of the court dated 03/04/2014 in para 61.

In view of the above directions, Directorate of Education has made available the facilities to the parents/guardians of Children With Special Needs to fill up the application form online for admission at Entry Level Classes in Private Unaided Recognized Schools (having facilities for CWSN and identified by this Directorate) and further following instructions/directions are issued to all the concerned for necessary action:-

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- (1). Parents/guardians can view the details of facilities available (District-Wise and Disability wise) in Private Unaided Recognized Schools for CWSN on the department's website → www.edudel.nic.in under head "**Information regarding facilities available for disabled children in private unaided recognized schools**" in the scroll list.
- (2). They may fill up the Application Form Online through this directorate website - www.edudel.nic.in at the link - Main Page→Scroll list→ "**Application Form for Admission in Private Unaided Recognised School for Disabled Children**", properly giving all requisite details by choosing maximum of five private schools having facilities for the requisite disability has been displayed on the departmental website under link mentioned vide para 1 above.
- (3). The application form filled up by the parents will be transferred online to the private school/s concerned as well as Dy. Director (IEDSS)/Nodal Officer. The parents/guardians may take a print out of the filled up application form/s sent to the school/s and hard copy of the same after affixing photograph of the child shall be submitted to school authority/ies concerned with all relevant documents to support their request for admission, for consideration.
- (4). The Private Unaided Recognized School/s, in which application for admission has been made by such child, shall take necessary steps to grant admission and convey the result of admission in writing to the Parents/Guardians and copy to the Dy. Director (IEDSS)/Nodal Officer for record, within a reasonable time. (Preferably within two weeks).
- (5). The Parents/Guardians may, thereafter, choose any private school of their preference which is willing to admit the child and complete the formalities of admission.
- (6). The Private Unaided Recognized Schools shall submit the details of all the application forms received from the Parents/Guardians of the CWSN when admissions are over to Deputy Director of Education (IEDSS)/ Nodal Officer, Amrita Shergil School Building, Behind Lady Sri Ram College, Lajpat Nagar-IV, New Delhi 24:- mentioning (a) Name of the School:- (b) Name of the child :- (c) Regn. No. :- (d) Whether admission granted or not:- (e) if not, reason thereof:-
- (7). Deputy Director of Education (IEDSS) appointed as Nodal Officer vide this Directorate's Order dated 19.09.2014 shall ensure that a copy/ies of the forms filled by the prospective candidate/s shall be kept as record after downloading the same from the departmental website at the link "**Application Form for Admission in Private Unaided Recognised School for Disabled Children available at scroll list on the main page**"_ and thereafter, follow up the same, till the time admission is granted to the child concerned.
- (8). Deputy Director of Education (IEDSS)/Nodal Officer shall follow and comply with all the directions of this Directorate's Order dated 19.09.2014 (copy enclosed) in letter and spirit which were issued in pursuance of directions given vide Para-61 of the judgement dated 03.04.2014 in WPC 1225/2014 and further, reiterated by the Hon'ble Court vide its orders dated 14.01.2015.

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- (9). If any of the CWSN child is not admitted after applying to the private schools mentioned in the lists, the parents/guardians may contact Deputy Director of Education (IEDSS)/Nodal Officer who may make further efforts to get the child admitted and if the Dy. Director concerned also fails in this regard, shall inform Chief Commissioner of Persons with Disabilities and Principal Secretary, Directorate of Education in order to ensure that mandate under Section 26 of Persons with Disability Act to place the child is fulfilled.
- (10). Parents / guardians of CWSN may send/file complaint, if any, related to the admissions in the Office of the Deputy Director of Education (IEDSS)/Nodal Officer, Amrita Shergil School Building, Behind Lady Sri Ram College, Lajpat Nagar-IV, New Delhi 24, for necessary action.

This issues with the prior approval of the Competent Authority.

P. Lata Tara

P. LATA TARA
Assistant Director of Education (Act 1)

To

1. DDE(IEDSS & IE-SSA)/Nodal Officer, Amrita Shergil School Building, Behind Lady Sriram College, Lajpat Nagar-IV, New Delhi - 110024 (Tel. 011-26219207) for compliance.
2. Manager/HOS/ Principals of all 231 Private Unaided Recognized Private Schools of Delhi which have facilities for disabled children & their names appear in the lists available on department's website. (Main page -Scroll list)

Copy for information to:-

1. P.S. to Principal Secretary (Education), GNCTD.
2. P.S. to Director (Education), Directorate of Education.
3. All Regional Directors of Education.
4. All DDE/EO (All Distt.)
5. O.S. (I.T.) with the direction to place the circular on the link 'Public Circulars'.

P. Lata Tara

P. LATA TARA
Assistant Director of Education (Act 1)

705/c

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GOVERNMENT OF N.C.T. OF DELHI
DIRECTORATE OF EDUCATION (ACT-I BRANCH)
OLD SECRETARIATE, DELHI - 110 054

No. DE-15/Act-I/2014/26424-26427

Dated: 19/9/14

ORDER

Hon'ble High Court vide order dated 03.04.2014 in WPC-1225/2014 titled Pramod Arora Vs LG of Delhi has directed as under:-

"Accordingly, given the circumstances, and in view of the legal obligation under Section 26, PWD read with Section 3, RTE, what is essential is to match the demand for schools for CWSN with supply of seats in educational institutions (Public & Private). In order to ensure that these legal right are not frustrated, the Court proposes an admission and reporting mechanism for the admission of CWSN in primary and Ist grade i.e. entry level classes.

The above mechanism shall be single window clearance centre through which all CWSN application shall be routed. The Court accordingly directed the GNCT through the Principal Secretary, Directorate of Education, to:-

- (a) *Create a list of all public and private educational institutions catering to CWSN. This list shall be created zone wise. It shall include full details as to the nature of disability the institutions are able to cater to, the facilities available, whether residential or day-boarding, and the contact details for the concerned authority in that institution in case of any clarifications.*
- (b) *Create a Nodal Agency, under the authority of the Department of Education (DoE) GNCT, for the processing of all applications pertaining to admission of CWSN. This Nodal Agency shall structure a single form to be utilized by parents and guardians of CWSN for admissions into public and private institutions, including all relevant details required for the purposes of admission. Such forms shall be submitted to the Nodal Agency, which shall prescribe regulations for such process, and be forwarded to the concerned institutions. Any amendments or clarifications or modifications to the application, if the need arises, shall be made through the Nodal Agency. The ultimate decision, once made by the concerned institution, shall be conveyed to the parents/guardians through the Nodal Agency.*
- (c) *The Nodal Agency shall keep a record (including a digital record) of all applicants and institutions, and collate statistics at the end of every admissions cycle. This shall include figures as to the number of applicants, the nature of their disability, place of residence (zone-wise); and as to the number of institutions, their location (zone-wise), the nature of disabilities they cater to and the number of available seats. Statistics as to the number of CWSN who have dropped out of school during the academic session shall also be collated, in coordination with the schools, at the end of every academic session. This list shall be duly forwarded to the Directorate of Education, which shall endeavour to investigate the reasons for the withdrawal of the child, and assist in re-admission in the next admissions cycle, keeping in view the specific needs of the child.*

- (d) *The Nodal Agency shall also prescribe a uniform mechanism and guidelines for the certification of CWSN by authorized persons.*
- (e) *All applications for admission of CWSN to institution, if such admission is regulated by Section 12, RTE Act (Government owned, aided, or unaided private schools), shall be conducted through the Nodal Agency. Each such institution may nominate a liaison officer to the Nodal Agency, to ensure smooth functioning of the admissions process.*
- (f) *If, at any point during the admissions cycle, any CWSN is unable to be placed in a school catering to his or her special needs, the matter shall be forthwith intimated to the Chief Commissioner of Persons with Disabilities, and the Principal Secretary, Directorate of Education, in order to ensure that the mandate under Section 26 to place the child is fulfilled.*
- (g) *All details mandated to be collated in this order shall be made publicly available on main page of the website of the Directorate of Education, and other public locations, for the maximum dissemination.*
- (h) *The Nodal Agency shall also provide - by itself or through other agencies - appropriate counseling facilities for parents and guardians, if requested by them. The facility of such counseling shall be made known to all parents/guardians approaching the Nodal Agency. Likewise, the Nodal Agency shall put in place a complaints mechanism and a mobile helpline to provide assistance."*

In pursuant of the direction of the Hon'ble High Court, following directions/guidelines are issued for strict compliance for all the concerned.

1. A Nodal Agency under the Chairpersonship of Addl. Director of Education (Act-I) is set up for the processing of all applications pertaining to admission of CWSN. DDE (IEDSS) will be the Nodal Officer of this Nodal Agency.
2. DDE (IEDSS) shall extend all necessary assistance to the Nodal Agency with regard to devise a mechanism for admissions of CWSN and in any other related matter of CWSN.
3. This Nodal Agency shall structure a single form to be utilized by parents and guardians of CWSN for admissions into public and private institutions, including all relevant details required for the purposes of admission.
4. The Nodal Agency shall receive all forms from CWSN. The Nodal agency shall prescribe regulations for such process, and forward to the forms to concerned institutions for admissions. Any amendments or clarifications or modifications to the application, if the need arises, shall be made through the Nodal Agency. The ultimate decision, once made by the concerned institution, shall be conveyed to the parents/guardians through the Nodal Agency.

5. The Nodal Agency shall keep a record (including a digital record) of all applicants and institutions, and collate statistics at the end of every admissions cycle. This shall include figures as to the number of applicants, the nature of their disability, place of residence (zone-wise); and as to the number of institutions, their location (zone-wise), the nature of disabilities they cater to and the number of available seats. Statistics as to the number of CWSN who have dropped out of school during the academic session shall also be collated, in coordination with the schools, at the end of every academic session. This list shall be duly forwarded to the Directorate of Education, which shall endeavour to investigate the reasons for the withdrawal of the child, and assist in re-admission in the next admissions cycle, keeping in view the specific needs of the child.
6. The Nodal Agency shall also prescribe a uniform mechanism and guidelines for the certification of CWSN by authorized persons.
7. If, at any point during the admissions cycle, any CWSN is unable to be placed in a school catering to his or her special needs, the matter shall be forthwith intimated to the Chief Commissioner of Persons with Disabilities, and the Principal Secretary, Directorate of Education, in order to ensure that the mandate under Section 26 to place the child is fulfilled.
8. All details mandated to be collated in this order shall be made publicly available on main page of the website of the Directorate of Education, and other public locations, for the maximum dissemination.
9. The Nodal Agency shall also provide - by itself or through other agencies - appropriate counseling facilities for parents and guardians, if requested by them. The facility of such counseling shall be made known to all parents/guardians approaching the Nodal Agency. Likewise, the Nodal Agency shall put in place a complaints mechanism to provide assistance.

This issues with approval of the Competent Authority.

(Dr Madhu Rani Teotia, I.A.S.)
ADDL. DIRECTOR OF EDUCATION (ACT 1)

To

1. DDE (IEDSS), Lajpat Nagar for compliance.
2. Management/HOS/Principals of All the private unaided recognized schools of Delhi to comply with the direction No. 1 above.

Copy for information to:-

1. P.S. to Pr. Secretary, Education
2. P.S. to Director of Education (Act-I)

(Dr Madhu Rani Teotia, I.A.S.)
ADDL. DIRECTOR OF EDUCATION (ACT 1)

ANNEXURE-I

**GOVERNMENT OF NCT OF DELHI
DIRECTORATE OF EDUCATION
IEDSS BRANCH, LAJPAT NAGAR**



(COMMON FORM FOR APPLYING TO ADMISSION IN ENTRY LEVEL
CLASS/ES BY SPECIALLY ABLED CHILDREN IN UNAIDED
RECOGNIZED PRIVATE SCHOOLS OF DELHI)

1. NAME OF THE CHILD:

(Paste a passport size photo of the child at the space provided & attach another with this form)

2. DATE OF BIRTH: dd / mm / yyyy

3. Age:Years.....Months)

4. SEX: MALE / FEMALE

5. CLASS: nursery / KG / First

6. MOTHERS NAME: Mrs.

7. FATHERS NAME: Mr.

8. GUARDIAN'S NAME:

9. RESIDENTIAL ADDRESS:

10. Contact Numbers:

Father -

Mother -

Residence -

11. Family Doctor Details : (Optional)

Name -

Contact Number -

12. (a) Whether school transport needed - yes / no
 (b) Whether the parents/guardians shall make their own arrangements of transportation to the school/back home - yes / no
13. (i) Case History, if any.
 (ii) Whether recommended any assistive devices by the Medical Experts - yes / no
 (iii) Whether undergoing any therapeutic treatment on date - yes / no
 (iv) Whether recommended any attendant assistance by the attending physician - yes / no (In case of Hostel facility, Aayah Assistance)
14. Kind/Nature of Disability: Put (✓) in the appropriate box -

1. Blindness	2. Low Vision	3. Leprosy Cured	4. Hearing Impairment	5. Locomotor disability
6. Mental Retardation	7. Mental Illness	8. Cerebral Palsy	9. Autism	10. Multiple Disorder
11. Any Other disability, Please Mention briefly. →				

15. Name of Unaided Recognized Private Schools for preference for admission;

(Please check the list of the schools where facilities for different disabilities are available from the web-site of this department on link - WWW.edudel.nic.in →main page→Scroll List → Private Schools list catering to different disabilities with other details like day boarding /hostel, charges / fees etc.)

(A).

(B).

(C).

(D).

(E).

Certified that the details given above are true.

Signatures of the

Date:

Parent/Guardian of the child.