

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI,  
DIRECTORATE OF EDUCATION, OLD SECRETARIAT, DELHI-54.  
ACT-I BRANCH.

No: F.DE.15/Act-I/2013/4973-4977

Date: 04-12-2015

CIRCULAR

**Sub:- Online submission of requisite information regarding admission under EWS and DG Category at the Entry Level Classes for the Academic Session 2016-17**

In order to facilitate the admission of EWS/DG Category students in Private Unaided Recognized Schools of Delhi and ensuring the transparency in admission process, the Department is contemplating to make the admissions of EWS/DG Category Online.

Directorate of Education has issued a circular dated 9.11.2015 followed by reminder dated 23.11.2015 directing all the Private Unaided Recognized Schools (Directorate of Education/Delhi Municipal Corporations/New Delhi Municipal Corporations/Delhi Cantonment Board) to upload the relevant information on this Directorate's Website [www.edudel.nic.in](http://www.edudel.nic.in) through School Login ID & Password at the link **School Plant→Entry Form→ EWS/DG admission at the Entry Level Classes (2016-17)**.

It has come to the notice of the Department that the Private Unaided Schools recognized by the Local Authorities up to Primary Level (DMCs, NDMC and DCB) and Private Unaided Schools recognized up to primary level by DoE under RTE, 09 now looked after by the Local Authorities, are not uploading the relevant data as mentioned in the said circular dated 9.11.2015 and reminder dated 23.11.2015.

Further, some of the Private Unaided Schools recognized by Directorate of Education under the provisions of Delhi School Educations Act & Rules, 1973 and Right to Education Act, 09 have also not uploaded the requisite information on this Directorate's website.

In view of the above, all the private unaided recognized schools of (DoE/DMCs/NDMC and DCB) are hereby again directed to fill the desired requisite information correctly within three days on our departmental website for taking further action.

Since the desired information is very crucial and the success of Online EWS/DG admission shall depend upon the accuracy of the information received, therefore all the heads of Education Department of respective Local Authorities and Dy. Directors of Education (Districts) are here by directed to personally monitor the said exercise and get the desired information filled on departmental website completely and with utmost accuracy. They shall also scrutinize the data filled by these schools and take necessary steps in coordination with Private Schools, for rectification of the errors, if any.

All the Educational Heads of Local Authorities and DDEs (districts) of DoE shall be held personally responsible for getting the data filled by all the schools and ensuring accuracy as well. Any school not extending necessary cooperation in this regard shall be viewed seriously.

*delivered in*  
4/12/15

Contd..P/2

All concerned may view the data filled by private schools on this departmental website through login ID & Password at the link School Plant→Entry Form → EWS/DG admission at the Entry Level Classes (2016-17).

For any clarification, contact may be made at the following numbers –

**Shri Avinash Kumar, In-Charge (Management Information System), Directorate of Education: - 011-23819902.**

This issues with the prior approval of the Competent Authority.

*Ashima Jain*  
4/12/15  
(Dr. Ashima Jain), IAS  
Additional Director (Education)

All HOS/Manager,  
Private Unaided Recognized Schools of DoE/DMCs/NDMC/DCB

Copy for information and necessary action:-

1. Director (Education), North/South/East (DMC)/NDMC/DCB GNCT of Delhi.
2. All DDEs (Districts)
3. OS (IT) to upload the said circular on the website.
4. MIS, Dte. Of Education, Patrachar Vidyalaya, Timarpur, Delhi

*P. Lata Tara*  
04/12/15  
(P.Lata Tara)  
Dy. Director of Education (Act-I)

Reminder-I  
Most Urgent

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

No. DE/15 (19)/Act-1/2013/4288 to 4290

Dated: 23/11/2015

CIRCULAR

**Sub: - Online submission of requisite information regarding admission under EWS & DG category at the Entry Level Classes for the academic session 2016-17.**

All the Private Unaided Recognized Schools (except Minority Schools) of Delhi vide circular no. DE/15(219)/Act-1/2013/4569-71 dated 09.11.2015 were directed to upload the requisite information regarding EWS/DG admission at the entry level classes for the session 2016-17 on the module of the official website of this department [www.edudel.nic.in](http://www.edudel.nic.in) using their school login ID & Password through given link.

However, it has come to the notice of the department that all the schools have not filled the requisite information till date. The information sought is to be filled urgently to initiate the admission process for EWS/DG category for the academic session 2016-17.

Therefore, the management of all Private Unaided Recognized Schools of Delhi are hereby once again directed to fill up the requisite information on-line latest by 26<sup>th</sup> of November, 2015 failing which appropriate action shall be initiated against the School Management.

Further, all the District DDEs are hereby directed to pursue the matter personally and ensure that all Private Unaided Schools falling under their jurisdiction upload the requisite/desired information within the prescribed time limit.

In case any school faces problem in filling up the requisite information, IT Branch (MIS/CAL) can be contacted on the official telephone No. 011-23819902.

Non Compliance shall be viewed seriously.

This issues with the prior approval of the Competent Authority.

*Ashima Jain*  
23/11/2015  
(Dr. ASHIMA JAIN), IAS  
ADDL. DIRECTOR OF EDUCATION (ACT-I)

All HOS/Managers,  
Private Unaided Recognized Schools, Delhi

No. DE/15 (19)/Act-1/2013/4288 to 4290

Dated: 23/11/2015

Copy to:-

1. Director (Education), North DMC/South DMC/East DMC/NDMC/DCB with the request to direct private unaided schools failing in their jurisdiction to upload the desired information on the official website of Directorate of Education, GNCTD
2. All District DDEs with the request to ensure that all the private schools under their respective jurisdiction upload the information in the online module within the prescribed time limit.
3. OS (IT) to upload the same on the department website.

*P. Lata Tara*  
23/11/2015  
(P. LATA TARA)

DEPUTY DIRECTOR OF EDUCATION (ACT-I)

Government of National Capital Territory of Delhi  
Directorate of Education, (Act-I Branch)  
Old Sectt. Delhi-54

No. DE/15(219)/Act-I/2013/ 4569-71

Dated: 09/11/15

**CIRCULAR**

**Sub:- Online submission of requisite information regarding admission under EWS & DG category at the Entry Level Classes for the academic session 2016-17.**

All the private unaided recognized schools (except Minority Schools) of Delhi are under obligation to admit 25% children belonging to Economically Weaker Sections and Disadvantaged Group Category as per the provisions of Section 12 (1) (C) of the Right to Education Act, 2009.


In order to fill up the vacant seats of the said category for the academic session 2016-17, all the Private Unaided Recognized Schools of Delhi (recognized by Directorate of Education, GNCT of Delhi/MCDs/NDMC/Delhi Cantonment Board) are hereby directed to upload the following information on the module of the official website of this department [www.edudel.nic.in](http://www.edudel.nic.in) using their school login ID & Password at the link School Plan→ Entry Form→EWS/DG admission at the Entry Level Classes (2016-17):-

1. Data of vacancy position of total number of declared seats and EWS/DG Category Seats @25% at each Entry Level Class i.e Pre-School, Pre-Primary & Class-I for admission in academic session 2016-17. (wherever any fresh admissions are made). (It may be noted that total number of seats for the academic year 2016-17 at the Entry Level Classes, as the case may be, shall not be less than the highest number of seats at that entry level during the previous three academic years).
2. Up-load the names of Locality/Sub-locality of their schools which falls within the radius of 0-1 km, 1-3 km and 3-6 km of the school which were being used for admission of EWS/DG category students till 2015-16.
3. Up-load the age criteria adopted by the school till session 2015-16 for admission of the children at the entry level classes.
4. Mention the co-ordinates of the schools as per the directions contained in this department circular dated 03.11.2015 issued by State Project Director (U.E.E. Mission). (Copy enclosed)

The aforesaid information must be filled within ten days which is urgently required for planning of admissions of EWS/DG Category Students.

Non-compliance shall be viewed seriously.

This issues with the prior approval of the Competent Authority.

  
(Dr. ASHIMA JAIN), IAS  
ADDL. DIRECTOR of EDN. (ACT-I)

All HOS/Manager,  
Private Unaided Recognized Schools

No. DE/15(219)/Act-I/2013/ 4569-71

dated:- 09/11/15

Copy to the:-

1. Director Education, North DMC/South DMC/East DMC/NDMC/DCB with the request to direct private unaided schools falling in their jurisdiction to upload

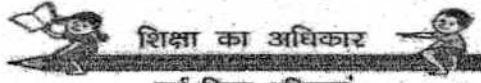
the desired information on the official website of Directorate of Education, GNCT of Delhi.

2. All DDEs (District) with the direction to ensure that all the private schools under their respective jurisdiction upload the information in the online module within the prescribed time limit.
3. OS (IT) to upload the same on departmental website [www.edudel.nic.in](http://www.edudel.nic.in)

*P. Lata Tara*  
*09.11.15*

**(P.LATA TARA)**

**DY. DIRECTOR OF EDN. (ACT-I)**



शिक्षा का अधिकार

सर्व शिक्षा अभियान  
सब पढ़ें सब बढ़ें

99  
**URGENT**

**DEPARTMENT OF EDUCATION**

**OFFICE OF THE U.E.E. MISSION**

I Floor, near Estate Branch,

Lucknow Road, Delhi - 110054

No. DE. 18-2(17)/2013/Plg/ 7664

Dated:- 03/11/2015

**CIRCULAR**

**Subject:- Geographical Coordinates of Schools.**

All head of schools (DoE, MCD, NDMC, DCB, DSW, KVS, JNV, Jamia Millia Islamia, Pvt. Aided, Pvt. Unaided) are hereby asked to download Latitudes (N) & Longitudes (E) of your school geographic location by using related apps available on smart phones.

Following steps may be used to download the app on smart phone and also to download Geographical Coordinates in latitudes and longitudes.

- Step-1: User must have a **Internet Connection** in mobile.
- Step-2: **Open Play Store** in your smart phone.
- Step-3: **Click** on **Search** Button.
- Step-4: After opening the **Search** option, type: **GPS Coordinate Finder**.
- Step-5: After opening up the app **Click** on **Install** Button.
- Step-6: An installing logo will appear on screen in the corner for a few seconds.
- Step-7: Now open the **App** - a map will show.
- Step-8: In the opened window there will be 3 buttons on lower part of the map.- **Menu, Location** and **Exit**.
- Step-9: **Click** on **Location** Button at the **main Entrance of the Constructed School Building Area** (and not at School Boundary Wall Gate).
- Step-10: After few seconds (depending on the network speed) app will show the **Latitudes (N) & Longitudes (E)** coordinate of the **Geographical location**.

These coordinates of the schools, be noted down in the following format:-

School ID	School Name	School Address	Latitudes (N)	Longitudes (E)

The information will be submitted in page available on DoE website [www.edudel.nic.in](http://www.edudel.nic.in) which path is as under:

School Plant → Entry → Latitude & Longitude

(E-Raja Babu)

State Project Director/  
Addl. Director of Education

**Copy to:-**

- 1- All Head of Schools of all Managements, Delhi/ New Delhi.
- 2- PA to D.E. for information of Director of Education, Old Sectt. Delhi-110054
3. All DDE (Zone) of Directorate of Education, Delhi/New Delhi



**Sub: Clarification regarding uploading the data in respect of admission under EWS / DG Category**

Also, on perusal of the data filled by the schools, it reveals that some of the schools have not uploaded the requisite data correctly:-

- a. Some schools are uploading the data of total number of seats deducting 25% seats of EWS/DG Category in column No. 8 which is not correct. In this regard, it is clarified that there can be different level Entry Classes (Pre-School, Pre-Primary and Class-I) in Private Unaided Recognized School and the schools shall upload the total number of seats (Open Seats/General Seats + EWS/DG Category Seats) in Entry Level Classes and 25% EWS/DG category Seats of total number of seats in all the columns at Sl. No.8.
- b. Some schools are uploading the data of unfilled seats of EWS/DG category in the column 8 under 25% seats of EWS/DG category instead of 25% seats earmarked for EWS/DG category out of total seats. In this regard, it is clarified that school shall upload the data of 25% seats of total number of seats (Open Seats/General Seats + EWS/DG seats) in the column No. 8 under 25% seats of EWS/DG category.
- c. In the column N. 8 (D), the coordinates of the school i.e. Latitude (N) and Longitude (E) have been fixed as 28 and 77 respectively as per the information received from GSDL and the schools have been given an option to fill the further digits after decimals following the directions as given in the circular dated 3.11.2015. In this regard, it has been gathered that few schools, at bordering areas of Delhi have different Latitude (N) and Longitude (E), and hence, are facing difficulties in uploading the requisite information. In this regard, it is directed that the schools whose coordinates (Latitude (N) and Longitude (E) are different from 28 & 77 respectively, shall contact IT Branch, Management Information System (MIS), Patrachar Building, Timarpur, Delhi-54 with the correct coordinates and get them filled on the website.

For any clarification, contact may be made at the following numbers

Shri Avinash Kumar, In-Charge (Management Information System),  
Directorate of Education: - 011-23819902.