

**GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI  
DIRECTORATE OF EDUCATION, ACT-I BRANCH  
OLD SECRETARIAT, DELHI-110054**

No. F.DE.15/Act-I/08/155/2013/5506-5518

Dated:- 29/12/2015

**CIRCULAR**

**Subject: - Guidelines for admission of EWS/DG Category at Entry Level Classes in Private Unaided Recognized Schools of Delhi for the session 2016-17.**

**1. For Private Unaided Schools (Non-Minority) Recognized under Delhi School Education Act & Rules, 1973.**

In continuation of this Directorate's Circular dated 08-12-2015, Directorate of Education is facilitating admissions of EWS/DG category in Private Unaided Schools recognized under Delhi School Education Act & Rules, 1973 at the Entry Level Classes (Nursery/Pre-school, KG/Pre-Primary and Class-I) for academic session 2016-17 from 01/01/2016 by making ONLINE SYSTEM. The list of such schools is available on the departmental website under head **EWS/DG ADMISSIONS 2016-17** → **List of schools recognized under DSEAR, 1973, who will be a part of these online admissions.**

Admissions of EWS (annual income less than one lakh rupees)/DG category (SC/ST/OBC Non-creamy layer/Physically Challenged/ Orphan and Transgender) shall be made through Computerized Lottery System in the said schools against 25% seats reserved for them under the provisions of Right to Education Act, 2009.

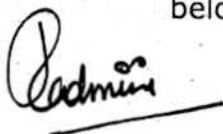
All the Users/Applicants should visit Directorate of Education website [www.edudel.nic.in](http://www.edudel.nic.in) and click the button **EWS/DG ADMISSIONS 2016-17** for detailed information and instructions. Please read the instructions carefully before filling in the complete Registration Form/Application Form.

The online application shall be accepted till 22-01-2016 (Friday).

**2. For Private Unaided Schools Recognized by this Directorate under Right to Education (RTE) Act, 2009 and Private Schools regulated by Local Authorities.**

- a) The schools up to Elementary Level recognized by Directorate of Education under RTE Act, 2009, schools up to Primary Level recognized by Local Authorities and schools up to Primary Level recognized by this Directorate under RTE Act, 2009 now regulated by Local Authorities are not the part of this Online Admission Process for Academic Year 2016-17. These schools shall conduct admissions of EWS/DG category seats manually as being done in previous years as per schedule given below:-

**Contd.P/2.**

  
Admin

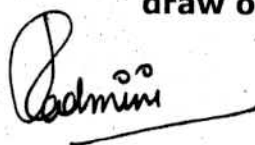
**Admission Schedule:-**

Commencement of admission process.	01/01/2016(Friday)
Commencement of availability of application for admission.	01/01/2016 (Friday)
Last date of submission of application form in schools.	22/01/2016(Friday)
The date for displaying the first list of selected candidates (including waiting list).	15/02/2016(Monday)
The date for displaying the second list of candidates (if any) including waiting list.	29/02/2016(Monday)
Closure of admission process.	31/03/2016(Thursday)

- b) 25% seats shall be filled with the children belonging to EWS/DG category as defined in the provisions of RTE Act, 2009 in the manner as prescribed in this Directorate's Notification dated 07-01-2011 and other orders / instructions issued in this regard from time to time.
- c) Admissions of the children belonging to Economically Weaker Section & Disadvantaged Group Category shall be made by the private unaided recognized schools on the following neighbourhood criteria.
- (i) Admission shall first be offered to eligible students belonging to EWS and Disadvantaged Group residing within 1 KM of the specific school.
  - (ii) In case the vacancies remain unfilled, students residing within 3 KM of the school shall be admitted.
  - (iii) If there are still vacancies, then the admission shall be offered to other students residing within 6 KM of the institution.
  - (iv) Students residing beyond 6 KM shall be admitted only in case vacancies remain unfilled even after considering all the students within 6 KM area.

*(Copy of the circular No.15 (110)/DE/Act/2011/7563-74 dated 13/02/2012 issued in this regard in pursuance to Hon'ble High Court's Order dated 31/01/2012 in wpc 636/2012 & 40/2012 enclosed as **Annexure-I**)*

**\*\*However, Schools shall accept forms from all applicants under EWS & Disadvantaged Group irrespective of distance of residence from school, and then segregate them slab-wise as mentioned above for draw of lots.**

  
Admin

Contd.P/3.

**(d)** 25% admissions to children belonging to Economically Weaker Section & Disadvantaged Group category at entry level classes i.e. pre-school, pre-primary and Class- I, wherever fresh admissions are made, shall be granted by the Private Unaided Recognized Schools of Delhi. **They shall ensure the admissions of 25% children belonging to EWS/DG Category at all entry level classes on the existing strength of students in respect of entry level classes at any given point of time.** (Copy of the circular No.2393-2004 dated 04/06/2012 issued in pursuance of Delhi High Court's Order dated 24-05-2012 in WPC 8434/2011 enclosed as **Annexure-II**)

**(e)** Any person residing in Delhi, having the residence proof of Delhi and requisite Income Certificate (less than one lakh rupees annually) issued by the Competent Authority of Delhi or BPL/AAY (ration card)/Food Security Card holder are eligible for applying in these Private Unaided Recognized Schools for admission of their ward under Economically Weaker Section Category. The condition of minimum residency period of 03 years in Delhi for applying to admission under Economically Weaker Section & Disadvantaged Group Category has been waived off. (Copy of Circular NO.DE-15/Sct-I/WPC No.3168/13/2013/11734-11738 dated 14/11/2013 issued in pursuance of Hon'ble High Court of Delhi Order dated 07/10/2013 in WPC No.3168/2013 enclosed as **Annexure-III**).

**(f)** Schedule Caste, Schedule Tribe, Other Backward Class Non- Creamy Layer, Children With Special Needs and suffering from the Disabilities as defined in the Persons With Disabilities Act, 1996, Orphans and Transgender shall be considered as Disadvantaged Group Category as defined in Section 2 (d) of the RTE Act-2009. **(Income Certificate is not required to claim the benefit of DG Category)** (Copy of notification and instructions in r/o 'Orphan' & and notification in r/o Transgender are enclosed as **Annexure-IV & V**)

**(g)** The age limit for the children to be admitted at the entry level classes as on **31/03/2016** is as under:

For Nursery/Pre-School:-	Between 3-4 years.
For KG/Pre-Primary:-	Between 4-5 years.
For Class I: -	Between 5-6 years.

(Relaxation of one year in Upper Age limit for Children with Special Needs/Disabled Children Category is given. Further the upper age limit for the children with mentally challenged can be further relaxed by the Principal/HoS subject to the submission of the requisite documents.) (The order dated 18/12/2015 is enclosed as **Annexure VI**).



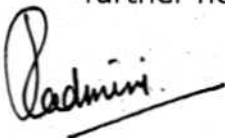
(h) The Directorate of Education has devised a Common Registration Form for admission under EWS & Disadvantaged Category and the same is uploaded in the scroll on the official website of Directorate of Education i.e. [www.edudel.nic.in](http://www.edudel.nic.in) for the benefit of such schools as well as the applicants. *(Copy of the same is enclosed as Annexure-VII)*. All such 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 Group Category without any barrier/hindrance.**

(i) The school shall acknowledge the application for admission against free seats through a proper receipt and shall assign each application a registration number. The Registration-Slip (**Annexure-VIII**) 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 including waiting list and last date of admission.

(j) 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.

**(k) Observers for draw of lots of EWS & Disadvantaged Group Category:** - Directorate of Education will provide observers for draw of lots of EWS & Disadvantaged Group category only like previous years. The instructions issued in this regard vide Circular No. F.DE./15/Act-I/2013/6621-28 dated 22-01-2013 shall be followed strictly. *(Copy of the circular enclosed as Annexure-IX)*

(l) After completion of admission process, each school shall send information/details regarding the number of filled and vacant seats under EWS & DG category at Entry Level Classes to the Chairman of the District Admission Monitoring Committee/Deputy Director of Education of district concerned by 1600 hours on 07-04-2016. Simultaneously, the details shall also be provided on the on line module available on this Directorate's website: [www.edudel.nic.in](http://www.edudel.nic.in). All DDEs of the districts shall compile the said data (Number of filled and vacant seats of EWS/DG Category) zone-wise and forward the same to Act-I Branch on 13.04.2016 for taking further necessary action.



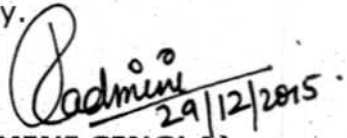
Contd.P/5



(m) The admission to such vacant seats of EWS/DG Category is an ongoing process which may continue throughout the academic year and the District Admission Monitoring Committee has been empowered to get filled such vacancies and can take steps as per the directions contained in sub-clause (d) of this Directorate's notification No.15 (172)/DE/Act/2010/69 dated 07/01/2011 and Rule 13 of Delhi Right to Education Rules, 2011. (ANNEXURE-8)

All the above directions are issued for strict compliance by all concerned.

Non compliance of the order shall be viewed seriously.

  
(PADMINI SINGLA)  
DIRECTOR (EDUCATION)

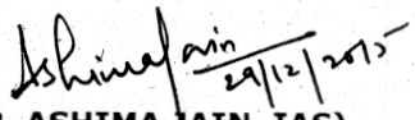
Managements/H.O.S of Private Unaided Recognized Schools  
All DDEs (Districts)

NO.F.DE.15/Act-I/08/155/2013/5506-5518

Dated:- 29/12/2015

**Copy to:-**

1. Pr. Secretary to Chief Minister, Delhi.
2. Pr. Secretary to Dy. Chief Minister/Minister of Education, Delhi
3. OSD to Chief Secretary, GNCT of Delhi.
4. Pr. Secretary (Education), GNCT of Delhi.
5. Director (Education), SMCD, NMCD & EMCD.
6. Director (Education), New Delhi Municipal Council.
7. Chief Executive Officer, Delhi Cantonment Board.
8. All Special/Addl. Directors/RDEs/JDEs/DDEs/ADEs, Dte. of Education, GNCT of Delhi.
9. All Branch In-Charges, Directorate of Education, GNCT of Delhi.
10. OS (IT) with the request to upload it on the Departmental Website.
11. Guard file.

  
(DR. ASHIMA JAIN, IAS)  
ADDITIONAL DIRECTOR OF EDUCATION (ACT-I)

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*


(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)

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI  
 DIRECTORATE OF EDUCATION  
 OLD SECRETARIAT, DELHI - 110054

No. 2393-2012

Date: 04/06/2012

**ORDER**

1. Whereas, the Hon'ble High Court of Delhi vide order dated 24-05-2012 in WP(C) No. 8434/2011 has ordered as follows:

(a) Those schools which are imparting pre-school education shall provide for 25% admission to children belonging to EWS and dis-advantaged groups at pre-school level;

(b) Those schools which do not have pre-school education and are admitting children in class I will provide 25% reservation to children belonging to weaker section and dis-advantaged groups at that level;

(c) Those schools which have pre-school education and are taking fresh admission in pre-primary and class-I will have to conform to 25% reservation at all levels wherever fresh admissions are there."

2. Now, therefore, in continuation of order no. F.DE/ACT/2012/1370-82 dated 28-04-2012, it is, hereby ordered that all unaided recognised schools give the information in respect of fresh admissions at pre-school/pre-primary/Class-I to the Zonal Officer by filling an Undertaking in the format annexed with this order latest by 08<sup>th</sup> June, 2012. Non-submission of the information and incorrect information by any such school shall be liable for action under the relevant provisions of law. All schools shall also display the undertaking given to Zonal Officer in respect of vacancy position against aforesaid category of seats by 08<sup>th</sup> June, 2012 on their notice board and their website. Further, the said undertaking shall also be filed online by respective username and password of the respective schools after login at [www.edudel.nic.in](http://www.edudel.nic.in) at the link "fresh admission undertaking".

*Amit Singla*  
 (AMIT SINGLA)  
 04/06/12

DIRECTOR (EDUCATION)

Management of All Unaided Recognised Schools  
 through District DDEs

Copy to:-

1. Pr. Secretary to LG, GNCTD
2. Pr. Secretary to Chief Minister, GNCTD



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

No. DE-15/Act-I/WPC No.3168/13/2013/11734-11738

Dated: 14/11/13

CIRCULAR

Attention of all recognized unaided private schools is invited to this Directorate's notification No. 15(172)/DE/Act/2013/69 dated 07/01/2011 issued in exercise of powers conferred by section 3 (1) of the Delhi School Education Act 1973 (18 of 1973) read with rule 43 of Delhi School Education Rules 1973 and under the provisions of the Right of Children to Free and Compulsory Education Act, 2009. In this regard Hon'ble High Court of Delhi in its judgement dated 07.10.2013 in WP (C) No. 3168/2013, titled Himangi Vs Govt. of NCT of Delhi has restricted the meaning of Clause 2 (c) of said notification, defining - "Child belonging to Weaker Section" only to mean a child whose parents have total annual income of less than one lakh rupees from all sources. The minimum residency period of 3 years in Delhi for applying to admission under EWS/DG categories has been quashed.

The above directions of Hon'ble High court of Delhi are to be strictly complied with by all private unaided schools.

This issues with the prior approval of Competent Authority.

The detailed judgement dated 07.10.2013 in the above said case is available under the given link.

  
ADDL. DIRECTOR OF EDUCATION (ACT 1)

To

**The Management of all unaided recognized private schools.**

No. DE-15/Act-I/WPC No.3168/13/2013/11734-38

Dated: 14/11/13

Copy to :

1. P.S. to Principal Secretary (Education), Directorate of Education.
2. P.S. to Director (Education), Directorate of Education.
3. All RDEs/DDEs, Directorate of Education.
4. O.S. (I.T.) with the request to up-load on the department's website in Public Circulars.
5. Guard file.



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

(TO BE PUBLISHED IN PART-IV OF THE DELHI GAZETTE-EXTRA ORDINARY)  
 GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI  
 (EDUCATION DEPARTMENT)  
 OLD SECRETARIATE, DELHI-110054

No.F.15(172)/DE/Act/2010/ 4926-40

Dated : the 17/10/2012

**NOTIFICATION**

No. F.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 Right of Children to Free and Compulsory Education Act, 2009, the Lt. Governor of the National Capital Territory of Delhi is pleased to amend the Delhi School Education (Free Seats for students belonging to Economically Weaker Sections and Disadvantage Group) Order, 2011 published vide Notification No. 15 (172)/DE/Act/2010/69 dated 07.01.2011 as following, 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) Amendment Order, 2012.
- (2) It shall come into force with immediate effect.

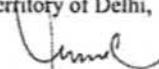
5. Amendment in Clauses 2 and 6- In the Delhi School Education (Free Seats for students belonging to Economically Weaker Sections and Disadvantage Group) Order, 2011, -

- (i) In clause 2, in sub-clause (d) after the words "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", the following shall be added, namely :-

**"Orphan as defined in The Juvenile Justice (Care and Protection of Children) Rules, 2007".**

- (ii) In clause 6, after sub-clause (b) the following sub-clause (bb) shall be added, namely:-  
**"(bb) For the admission of child belonging to Orphan- a certificate issued by the Women and Child Development Department of GNCT of Delhi shall be considered".**

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

  
 (GAMLI PADU)

SPL. SECRETARY ( EDUCATION)

No.F.15(172)DE/Act/2010/4926-40

Dated the 17/10/2012

Copy to :-

1. Secretary, MHRD, Govt. of India.
2. Pr. Secretary to Lieutenant Governor, GNCT of Delhi.
3. Pr. Secretary to Chief Minister, GNCT of Delhi.
4. Secretary to Minister of Education, GNCT of Delhi.
5. OSD to Chief Secretary, GNCT of Delhi.
6. Secretary (Education), GNCT of Delhi.
7. Director (Education), GNCT of Delhi.
8. Director (Education), Municipal Corporation of Delhi.
9. Director (Education), New Delhi Municipal Council.
10. Chief Executive Officer, Delhi Cantonment Board.
11. Director, Directorate of Information and Publicity, GNC of Delhi.
12. All Addl. Directors/RDEs/JDEs/DDEs/ADEs, Dte. of Education, GNCT of Delhi.
13. All Branches Incharges, Dte. of Education, GNCT of Delhi.
14. OS (IT) with the request to place it on the website of Directorate of Education.
15. Guard file.

  
(GAMLI PADU)

SPL. SECRETARY ( EDUCATION)

[TO BE PUBLISHED IN PART-IV OF DELHI GAZETTE EXTRA-ORDINARY]  
GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI  
DIRECTORATE OF EDUCATION  
OLD SECRETARIAT: DELHI-110054

Dated the 09.10.2014

**NOTIFICATION**

**No.F.DE.23 (42)/DE/RTE/2013-14/1305-1314.** In exercise of the powers conferred by clause (d) of section 2 of the Right of Children to Free and Compulsory Education Act, 2009 (35 of 2009) (RTE Act) the Lieutenant Governor National Capital Territory of Delhi is pleased to notify inclusion of a "transgender" child within the meaning of "child belonging to disadvantaged group" as defined in the said section of the RTE Act applicable to all schools situated within the National Capital Territory of Delhi.

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



**(Dr. Madhu Rani Teotia)(IAS)  
Additional Secretary (Education)**

**Copy to:-**

1. Pr. Secretary to Hon'ble Lt. Governor, Delhi.
2. OSD to Chief Secretary, Govt. of NCT of Delhi.
3. Secretary, MHRD, Govt. of India.
4. Principal Secretary, Education, Govt. of NCT of Delhi.
5. Director (Education), Govt. of NCT of Delhi/Municipal Corporations of Delhi (East/North/South)/New Delhi Municipal Council/Chief Executive officer, Delhi Cantonment Board.
6. Director, Directorate of Information and Publicity, Govt. of NCT of Delhi.
7. All Addl. Directors/RDs/JDs/DDEs/ADEs of Directorate of Education, Govt. of NCT of Delhi.
8. All Branch In charges, Directorate of Education, Govt. of NCT of Delhi.
9. OS (IT) with the request to place it on the website of the Department.
10. Guard file.



**(Dr. Madhu Rani Teotia)(IAS)  
Additional Secretary (Education)**



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

NO.DE.15 (303)/Act-I/2013/ 5348 to 5355

Dated:- 18/12/2015

ORDER

Directorate of Education, GNCT of Delhi vide its order dated 24-11-2007 and in accordance with the provisions of section 16 (1) of DSEAR, 1973 the minimum age limit for admission in pre-school, pre-primary and class -I are prescribed as 03 years, 04 years and 05 years respectively as on 31<sup>st</sup> March of the year in which admission is being sought.

Now, the Competent Authority is pleased to fix the upper age limit for admission in entry level classes as under:-

A. Upper age limit for admission in entry level classes will be as under:-

For Pre-School	Less than 04 years as on 31 <sup>st</sup> March of the year in which the admission is sought.
For Pre-Primary	Less than 05 years as on 31 <sup>st</sup> March of the year in which the admission is sought.
For Class - I	Less than 06 years as on 31 <sup>st</sup> March of the year in which the admission is sought.

B. Upper age limit for admission in entry level classes for differently abled children will be as under:-

Class	Physical	Mental
For Pre-School	Less than 5 years as on 31 <sup>st</sup> March of the year in which the admission is sought.	Less than 5 years as on 31 <sup>st</sup> March of the year in which the admission is sought, which can be further relaxed only by the Principal/HOS subject to the submission of the requisite documents.
For Pre-Primary	Less than 6 years as on 31 <sup>st</sup> March of the year in which the admission is sought.	Less than 6 years as on 31 <sup>st</sup> March of the year in which the admission is sought, which can be further relaxed only by the Principal/HOS subject to the submission of the requisite documents.
For Class - I	Less than 7 years as on 31 <sup>st</sup> March of the year in which the admission is sought.	Less than 7 years as on 31 <sup>st</sup> March of the year in which the admission is sought, which can be further relaxed only by the Principal/HOS subject to the submission of the requisite documents.

Further the Heads of the Schools are directed to note that the relaxation in upper age limit to children with mental disabilities shall be allowed as a rule and that rejection of an application for admission should be based on valid grounds and a speaking order shall be passed by the Principal of the School. The parents/ward of the child shall have the right

*Relax*

to appeal before the Director (Education) and before the Principal Secretary (Education) in second appeal. The decision of the Principal Secretary (Education) shall be final and binding on all concerned.

This issues with the prior approval of Competent Authority.

*P. Lata Tara*  
18/12/15

(P. LATA TARA)  
DEPUTY DIRECTOR OF EDN. (ACT-I)

**Management of all recognized schools**

NO.DE.15 (303)/Act-I/2013/ 5348 to 5355

Dated:- 18/12/2015

Copy to the:-

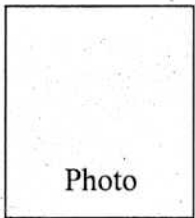
1. P.S. to Hon'ble Minister of Education, GNCT of Delhi.
2. P.S. to Secretary (Education), Dte. of Education, GNCTD.
3. P.S. to Director (Education), Dte. of Education, GNCTD.
4. All DDEs (Districts/Zones), Dte. of Education with a request to serve this order on Management of recognized schools of their respective districts.
5. Superintendent, O/o The Commissioner for Persons with Disabilities, GNCT of Delhi, 25-D, Mata Sundari Road, Near Guru Nanak Eye Centre, New Delhi - 110002.
6. OS (IT) with the direction to upload the same on departmental website.
7. Guard file.

*P. Lata Tara*  
18/12/15

(P. LATA TARA)  
DEPUTY DIRECTOR OF EDN. (ACT-I)

Annexure VII

**Common Application Form for the Admission under Economically Weaker Section (EWS) & Disadvantaged Group Category (DG) (under RTE Act 2009) for the Session 2016-17**



Registration Number

(To be filled by the school)

1. Name of the School: \_\_\_\_\_  
(With address)

2. Class: Nursery/Pre-School  KG/Pre-Primary  Class I

3. Name of the Child: \_\_\_\_\_

4. Category under which Applied: (a) Economically Weaker Section (EWS)   
(Please Tick whichever is applicable) (b) Disadvantaged Group (DG)

5. Category if Disadvantaged Group (DG):  
(Please Tick whichever is applicable)

- SC
- ST
- OBC(Non Creamy Layer)
- Orphan
- Transgender
- Child With Special Needs/Disabled
- Child With Special Needs/ Disabled (Mentally Challenged)

6. Gender: Male  Female  Transgender

7. Date of Birth\*: Day  Month  Year

8. Age as on 31.03.2016 (In words): \_\_\_\_\_

9. Mother's Name: \_\_\_\_\_

10. Father's Name: \_\_\_\_\_

11. Guardian's Name (If applicable): \_\_\_\_\_

12. Profession of Parents/Guardian:

(a) Mother : \_\_\_\_\_

(b) Father : \_\_\_\_\_

(c) Guardian: \_\_\_\_\_

13. Present Residential Address\*\*: \_\_\_\_\_

14. Mobile No. of the Parents/Guardian: \_\_\_\_\_

15. Email address, if any: \_\_\_\_\_

16. Aadhar No. of the Child, if any:

17. Aadhar No. of the Mother, if any:

18. Aadhar No. of the Father, if any:

19. Aadhar No. of the Guardian, if any:

20. Total Annual Income of both the parents from all sources: \_\_\_\_\_

21. Proof of Income for E.W.S. Only\*\*\*: \_\_\_\_\_  
(Income Certificate not required for Disadvantaged Group Category)

22. Income Certificate No.(if issued)/ Receipt No.(if applied but not issued) : \_\_\_\_\_

23. Income Certificate Date (if issued)/ Date of Receipt (if applied but not issued) : \_\_\_\_\_

24. Proof of Disadvantaged Group\*\*\*\*: \_\_\_\_\_

25. Disadvantaged Group Certificate No. (if issued)/ Receipt No (if applied but not issued) : \_\_\_\_\_

26. Disadvantaged Group Certificate Date (if issued)/ Date of Receipt (if applied but not issued) : \_\_\_\_\_

**Declaration by the Parents/Guardian**

I \_\_\_\_\_ (Name) Mother/Father/Guardian 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 and I will be liable for the action to be taken against me as per law.

Signature of the Parents/Guardian

Dated:-

**Submit any one of the following documents as proof :**

**\*Proof of Date of Birth:-**

- (1) Birth certificate under the Birth, Death and Marriage Certificate Act, 1986.
- (2) Hospital/Auxiliary Nurse and Midwife (ANM) register record.
- (3) Anganwadi Record.
- (4) Declaration of age of the child by the parents or guardian.



**\*\*Proof of Present Residential Address:-**

- (1) Ration card in the name of Parents having name of the Child in Ration card.
- (2) Domicile certificate of child or his/her parents.
- (3) Voter I card of any of the parents.
- (4) Electricity Bill/MTNL telephone bill/Water bill.
- (5) Unique Identity Card (Aadhar) of Mother/Father/Child issued by Govt. of India.
- (6) Passport in the name of any of the parents or child.

**\*\*\*Proof of Economically Weaker Section (EWS) :-**

- (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)
- (4) Food Security card issued by Food & supply Dept.(GNCT of Delhi).

**\*\*\*\*Proof of DG:-**

- (1) Caste Certificate issued by Revenue Dept. GNCT Delhi (DC Office) in respect of SC/ST/OBC (Non Creamy Layer) of Child/Parents.
- (2) Medical Certificate issued by Govt. Hospital in respect of child with Special Needs/Disabled.
- (3) Documentary evidence for Orphan.
- (4) Documentary evidence for Transgender.

\*\*\*\*\*

परिशिष्ट - VII

**सत्र 2016-17 के लिए आर्थिक रूप से पिछड़े वर्गों तथा वंचित समूह श्रेणी (आरटीई अधिनियम, 2009) के अन्तर्गत प्रवेश के लिए एक समान आवेदन पत्र**

फोटो

पंजीकरण संख्या

(विद्यालय द्वारा भरा जाए)

1. विद्यालय का नाम : .....  
(पूरा पते सहित)
2. कक्षा : नर्सरी/प्री स्कूल ..... के.जी/प्री प्राइमरी ..... कक्षा 1 .....
3. बच्चे का नाम : .....
4. श्रेणी जिसमें आवेदन किया गया है : (जो लागू हो निशान लगाईये)  
क. आर्थिक रूप से पिछड़े वर्ग (ईडब्लूएस)   
ख. वंचित समूह (डी.जी.)
5. वर्ग यदि वंचित समूह (डी.जी.) : (जो लागू हो निशान लगाईये)  
अनुसूचित जाति   
अनुसूचित जन-जाति   
अन्य पिछड़ा वर्ग (नॉन क्रीमी लेयर)   
अनाथ   
द्विलिङ्गी   
विशेष आवश्यकता वाले बच्चे/निशक्त बच्चे   
विशेष आवश्यकता वाले बच्चे/निशक्त बच्चे (मानसिक रूप से निशक्त)
6. लिंग : पुरुष  स्त्री  द्विलिङ्गी
7. जन्म तिथि\* : दिन ..... माह ..... वर्ष .....
8. 31.03.2016 को आयु : .....  
(शब्दों में)
9. माता का नाम : .....
10. पिता का नाम : .....
11. अभिभावक का नाम : .....  
(यदि लागू हो तो)

12. माता-पिता/अभिभावक का व्यवसाय :  
 (क) माता .....  
 (ख) पिता .....  
 (ग) अभिभावक .....
13. वर्तमान आवासीय पता \*\* : .....
14. माता-पिता/अभिभावक का मोबाइल नम्बर : .....
15. ई-मेल पता, यदि है तो : .....
16. बच्चे का आधार संख्या, यदि है तो : .....
17. माता का आधार संख्या, यदि है तो : .....
18. पिता का आधार संख्या, यदि है तो : .....
19. अभिभावक का आधार संख्या, यदि है तो : .....
20. सभी स्रोतों से माता-पिता की कुल वार्षिक आय : .....
21. आय का प्रमाण केवल ईडब्लूएस के लिए \*\*\* : .....  
 (वंचित समूह वर्ग के लिए आय के प्रमाण की आवश्यकता नहीं है।)
22. आय प्रमाण पत्र की संख्या (यदि जारी किया गया हो)/आवेदन/पावती की संख्या (यदि आवेदित हो, लेकिन जारी नहीं किया गया हो) : .....
23. आय प्रमाण पत्र की तिथि (यदि जारी किया गया हो)/आवेदन/पावती की तिथि (यदि आवेदित हो, लेकिन जारी नहीं किया गया हो) : .....
24. वंचित समूह का प्रमाण \*\*\*\* : .....
25. वंचित समूह प्रमाण पत्र की संख्या (यदि जारी किया गया हो)/आवेदन/पावती की संख्या (यदि आवेदित हो, लेकिन जारी नहीं किया गया हो) : .....
26. वंचित समूह प्रमाण पत्र की तिथि (यदि जारी किया गया हो)/आवेदन/पावती की तिथि (यदि आवेदित हो, लेकिन जारी नहीं किया गया हो) : .....

**माता-पिता/अभिभावक द्वारा घोषणा**

मैं ..... (माता/पिता/अभिभावक का नाम) .....  
 ..... (बच्चे का नाम) इसके द्वारा घोषणा करता/करती हूँ कि मेरी पूरी जानकारी और विश्वास के अनुसार उक्त जानकारी सत्य एवं सही है। मैंने इस संबंध में अधिसूचना के सारे उपबन्ध पढ़कर समझ लिये हैं। यदि सत्यापन करने पर कोई जानकारी झूठी या असत्य पाई जाती है तो मेरे बच्चे का प्रवेश रद्द किया जा सकता है व मैं अपने विरुद्ध कानून के अनुसार की जाने वाली कार्यवाही के लिए उत्तरदायी हूँ।

दिनांक

माता/पिता/अभिभावक का नाम

.....

निम्नलिखित में से कोई एक प्रमाण प्रस्तुत करें :-

\* जन्म तिथी का प्रमाण :-

- (1) जन्म, मृत्यु एवं विवाह प्रमाण पत्र अधिनियम, 1986 के अंतर्गत जन्म प्रमाण पत्र ।
- (2) अस्पताल/सहायक नर्स और मिडवाइफ (एएनएम) रजिस्टर अभिलेख ।
- (3) आंगनबाड़ी अभिलेख ।
- (4) माता-पिता या अभिभावक द्वारा बच्चे की आयु का घोषणा पत्र ।

\*\* आवासीय प्रमाण :-

- (1) बच्चे के नाम वाले पिता/माता के नाम पर जारी राशन कार्ड ।
- (2) बच्चे का या उसके माता-पिता के अधिवास का प्रमाण पत्र ।
- (3) माता-पिता में से किसी एक का मतदाता पहचान पत्र ।
- (4) विद्युत बिल/महानगर टेलिफोन निगम का टेलिफोन संख्या/जल बिल ।
- (5) भारत सरकार द्वारा जारी माता/पिता/बच्चे का विशिष्ट पहचान पत्र (आधार) ।
- (6) माता-पिता में से किसी एक के नाम या बच्चे का पासपोर्ट ।

\*\*\* ई.डब्लू.एस. का प्रमाण :-

- (1) कम से कम तहसीलदार की रैंक के किसी राजस्व अधिकारी द्वारा जारी आय प्रमाण पत्र ।
- (2) बीपीएल राशन कार्ड (पीले रंग का) ।
- (3) एएवाई राशन कार्ड (गुलाबी रंग का) ।
- (4) खादय सुरक्षा कार्ड ।

\*\*\*\* वंचित वर्ग का प्रमाण :-

- (1) राजस्व विभाग, राष्ट्रीय राजधानी क्षेत्र दिल्ली सरकार (डी.सी. ऑफिस) द्वारा जारी बच्चे/माता-पिता का अनुसूचित जाति,, अनुसूचित जन-जाति/ अन्य पिछड़ा वर्ग (नॉन क्रिमी लेयर) प्रमाण पत्र ।
- (2) विशेष आवश्यकता वाले/निशक्त बच्चों की श्रेणी के लिए सरकारी अस्पताल द्वारा जारी चिकित्सा प्रमाण पत्र ।
- (3) अनाथ बच्चे के लिए दस्तावेजी प्रमाण ।
- (4) द्विलिंगी के लिए दस्तावेजी प्रमाण ।

\*\*\*\*\*



Annexure – VIII

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 of successful candidates: From \_\_\_\_\_ To \_\_\_\_\_

e) Date for display of II nd waiting list : From \_\_\_\_\_ To \_\_\_\_\_

f) Last date of Admission : \_\_\_\_\_

Signature of Head of the School/ Admission Incharge

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

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

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

AM

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.

33

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*  
22/01/13

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



(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/2010/69

Dated: 07/06/2011

**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/..

: 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 1st Class as the case may be shall not be less than the total number of seats in any other class of the school.

Contd...3/..

- (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).



: 6:

- (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.**

Contd..7/..

: 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.)**