

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

DE/15/Act-I/08/155/2013/6590-96

Dated:-12/02/2016

CIRCULAR

Sub: - Guidelines for admission of EWS/DG Category Students in Private Unaided Recognized Schools of Delhi at Entry Level Classes for the session 2016-17 selected through Computerised Draw of Lots.

In continuation of this Directorate's order dated 29/12/2015 (copy enclosed), following instructions are issued for all concerned for taking necessary action:-

1. The computerized draw of lots of the Online Applications received from EWS/DG Category students for admission at the Entry Level Classes (Nursery/Pre-school, KG/Pre-primary, Class-I) shall be conducted on 15th Feb, 2016 (Monday) at 4.00 pm in Delhi Secretariat, I.P. Estate, New Delhi-110002.
2. The school allotted for admission under EWS/DG category shall be sent through SMS on the registered mobile number of the applicant within 24 hours of completion of draw of lots.
3. The applicant can check the name of the school allotted through Computerized Draw of Lots using Registration ID & Date of Birth at the link 'EWS/DG Result 2016-17' in the module 'EWS/DG Admission 2016-17' available at the main page of departmental website www.edudel.nic.in. The total number of online applications received is 73059 and total number of seats is 28193. Hence, every applicant can't be selected in draw of lots.
4. If the applicant has been allotted the school, the screen will show the allotted school name.
5. If the applicant has not been allotted any school, the screen will show a message that 'It is regretted that you have not been selected in the draw of lots'.
6. If the applicant enters wrong Registration ID/Date of Birth then the screen will show a message that 'No Record Found'.

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7. The successful applicant may approach the school allotted in draw of lots upto 22nd Feb, 2016 during school hours along with the following documents:-
- (a) Print out of the application filled.
 - (b) Two photographs.
 - (c) Self Attested photocopy of proof of date of birth.
 - (d) Self Attested photocopy of Residential Proof.
 - (e) Self Attested photocopy of documentary proof for EWS or DG category, whichever applicable.

The parents/guardians shall also keep the original documents with themselves for verification by the school authority.

8. If the applicant fails to approach the school up to 22nd of Feb, 2016 for completing the formalities for admission under EWS/DG category, his candidature shall be cancelled.
9. The school can check the details of the students/applicants allotted through computerized Draw of Lots on departmental website i.e. www.edudel.nic.in using the school ID and Password through the link School Plant→ EWS→ EWS/DG Result 2016-17.
10. The school can see all the online applications details of the allotted applicants by using the link as mentioned earlier. The school must confirm these details from the documents produced.
11. The school shall carefully carry out the necessary scrutiny /verification of the documents produced. The school must also verify the genuineness of EWS/DG certificates issued by the different department through Online, if available, or in writing from the office of issuing authority.
12. The school shall not ask for income certificate from those EWS category parents who submit copy of BPL/AAY/Food Security Card issued by Food and Civil Supply Department, GNCT of Delhi.
13. The school shall also not ask for any income certificate from the parents/applicants who have been selected under DG Category.
14. The school shall not impose the condition for the copies of the documents produced at the time of admission to be attested by a Gazetted Officer. Self Attested documents must be accepted by the school. However, verification with original documents must be carried out by the school.

15. The school shall issue proper acknowledgment against the request of the parents/guardian seeking admission in the school as declared in the computerized draw of lots.
16. The school, by 23rd Feb, 2016 shall upload the details regarding reporting/admission of all the applicants allotted through computerized draw of lots. The said details shall be uploaded as per the options available on the web page of the respective schools.
17. On the above mentioned link, the school shall clearly specify, in detail, the reason of rejection, if any selected applicant is denied the admission. The category of the reasons may be selected from the following grounds:-
 - (1) Non-submission of valid date of birth proof.
 - (2) Non-submission of valid residence proof.
 - (3) Non-submission of valid EWS/DG proof.
 - (4) For EWS, the income certificate does not show annual income as less than one lakh per annum.
 - (5) If ration card is submitted as residence proof, the name of the child does not figure in the ration card.
 - (6) Mismatch between online details and documentary evidence.
 - (7) Duplicate Entry.
 - (8) Any other reason.
18. The school once allotted to the applicant in the computerized Draw of Lots shall not be changed in any circumstances.
19. If the vacancies remain after completion of admission process of the first round of draw of lots, then the second round of computerized draw of lots shall be conducted, details of which shall be intimated later.
20. The admission of the child shall be cancelled in case the documents submitted by the applicant at the time of admission are found to be forged/fake at any stage.
21. Multiple/Duplicate entries, if found at any stage, shall lead to cancellation of the candidature/admission.

22. For any clarification/grievance in this context, parents/school may contact respective Dy. Director of Education (District/Zone).

All Dy. Directors of Education are directed to ensure that above said instructions are adhered strictly by all the Unaided Private Recognized Schools.

This issues with the prior approval of the Competent Authority.

Ashima Jain
12/2/2016

(Dr. Ashima Jain), IAS
Addl. Director of Education (Act-I)

DE/15/Act-I/08/155/2013/6590-96

Dt: 12/2/16

HOS/Manager of all the Private Unaided Recognized Schools of Delhi

Copy for information to:-

1. Pr.Secretary, to Chief Minister, Delhi.
2. PS to Dy. Chief Minister/Minister of Education, Delhi
3. OSD to Chief Secretary, GNCT of Delhi.
4. Pr. Secretary, Education, GNCT of Delhi.
5. All Special/Addl. Directors/RDEs/JDEs/DDEs/ADEs, Dte. Of Education, GNCT of Delhi.
6. OS (IT) with the request to upload it on the departmental website.
7. Guard File.

P.Lata Tara
12/02/2016

(P.Lata Tara)
Dy. Director of Education (Act-I)

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**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.**

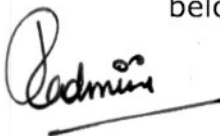
Admissions of EWS (annual income less than one lakh rupees)/DG category (SC/ST/OBC Non-creamy layer/Physically Challenged/ Orphan and Transgender) shall be made through Computerized Lottery System in the said schools against 25% seats reserved for them under the provisions of Right to Education Act,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

All the Users/Applicants should visit Directorate of Education website www.edudel.nic.in 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:-



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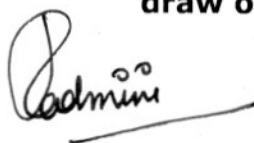
Admission Schedule:-

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.**


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(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**)

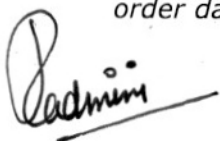
(e) Any person residing in Delhi, having the residence proof of Delhi and requisite Income Certificate (less than one lakh rupees annually) issued by the Competent Authority of Delhi or BPL/AAY (ration card)/Food Security Card holder are eligible for applying in these Private Unaided Recognized Schools 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**).



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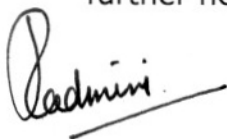
(h) The Directorate of Education has devised a Common Registration Form for admission under EWS & Disadvantaged Category and the same is uploaded in the scroll on the official website of Directorate of Education i.e. www.edudel.nic.in for the benefit of such schools as well as the applicants. (Copy of 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. 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.



(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)