



GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
DIRECTORATE OF EDUCATION: SCHOOL BRANCH
OLD SECRETARIAT: DELHI-110054.

No. DE.23 (28)/Sch.Br./2016/Vol-I/ 557

Dated:- 01/04/2016

CIRCULAR

Sub: Procedure for Non Plan Admissions in Govt. Schools in Class IX for Session 2016-17.

The admissions in Class IX will start from 1st April, 2016 for the session 2016-17. All the Heads of Govt. Schools under Directorate of Education are to ensure that parents seeking admission of their wards are dealt with due politeness by all staff including the Head of School & Admission In-charge. A room with proper seating arrangement must be designated for the parents seeking admission of their wards. Heads of School to also ensure that the room is well lit, fans are in working condition and clean drinking water facility is available. SMCs should be encouraged to put up "Help Desks" in schools during the month of April to aid and assist parents in the admission process.

Govt. Aided Middle Schools/Unaided Recognized Middle Schools/Delhi Cantonment Board Middle Schools are already attached with Govt. Schools in Plan Admissions.

Procedure for Non Plan Admissions (Class IX):-

1. Concerned District DDE shall form Zonal Admission Committees under the respective Zonal DDE, for Non Plan Admissions of Class IX, comprising of following members:
 - I. DDE of Zone, Chairperson
 - II. 3 Heads of Schools of the Zone and
 - III. 3 nominated SMC members of the Zone.
2. The Zonal DDE will prepare a plan of allocating the specific residential blocks of an area to a particular school in line with the admission plan keeping in mind the neighborhood so that all the blocks of that area are being covered by the admission plan.
3. Application of admission from individual is to be received by Head of the School where it is presented by the Parent/Guardian (in a school nearby his/her residence) under proper receipt.

4. A record of all applications received is to be maintained by each Head of School and within 3 working days of the receipt of the application, the same is to be forwarded to Zonal Admission Committee.
5. A committee as constituted under point (1) above will review all the applications received, thrice a month and the Committee will allocate school to the applicant students within the Zone as per residence, availability of vacant seats and infrastructure of the School.

Date for display of Admission list

Month	Dates of display		
April	12.04.2016	22.04.2016	30.04.2016
May	10.05.2016	20.05.2016	31.05.2016
June	09.06.2016	18.06.2016	28.06.2016


6. **The Committee will also ensure that the student fulfills the age criteria, eligibility and has a valid SLC of last attended recognized school.**
7. The Committee will ensure that the finalized list is forwarded to the allocated Schools & displayed on the Notice Board in every School in the Zone. It is also to be ensured that the student gets admission in the allocated school within 10 working days from the date of submission of application and as per neighborhood and age criteria.
8. If no seat is available in a School of the Zone, a School of neighboring Zone be allotted after obtaining approval of the District DDE.
9. Allocation of schools should be guided by convenience of students and not restricted by Zonal/District boundaries. That is to say, if two schools are close to each other distance-wise and they should ideally be attached for the purpose of admission, then they should be allocated even if they are located in two different Zones/Districts. District DDEs (in case of inter zonal boundaries) and Regional Director (in case of inter district boundaries) should ensure that Zonal/District boundaries do not create hindrance in allocation of Schools.
10. The Head of School will ensure that parents are informed telephonically about the admission of their ward.
11. The Directorate of Education has prime concern about safety and security of the children and aims to allot a school to the applicant student in the vicinity of residence so that the child does not have to travel long distance and cross any major road or railway line to reach the school.

12. The applicant has to submit any one of the following documents as a residence proof:-

- I. Aadhaar Card
- II. Voter Identity Card
- III. Electricity/Telephone/Delhi Jal Board Bill
- IV. Ration Card/BPL Card
- V. Bank Pass Book

13. Any Parent/Guardian having any query/grievance regarding admission of their ward is to be attended by the concerned Zonal DDE/District Deputy Director of Education. In case, the parents are not satisfied, they may approach the concerned Regional Director (Education).

This issues with the prior approval of Competent Authority.


01/4/16
(Dr. (Mrs.) Sunita S Kaushik)
Addl. DE (School)

Encl: Circular related to age criteria.


All Heads of Govt. Schools under Directorate of Education through DEL-E

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Dated:- 01/04/2016

Copy to:-

1. PS to Secretary (Education).
2. PS to Director (Education)
3. All RDEs/ DDEs (District/Zone)/DEOs for information.
4. OS (IT) to please paste it on the website.
5. Guard File.


14/16.
(Manjula Khanna)
OSD (School)