



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

No. DE.23 (367)/Sch.Br./2016/Vol-I/ 558

Dated:- 01/04/2016

CIRCULAR

Sub: Procedure for Non Plan Admission in Govt. Schools in Classes VI to VIII for Session 2016-17.

The admissions 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. A room with proper seating arrangement must be designated for the parents seeking admission of their wards. 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.

Procedure of Non Plan Admission:-

A. Admission of those children who have passed out previous class from a recognized school (for Classes VI-VIII).

1. Concerned Zonal DDE shall form separate clusters of Schools based on neighborhood criteria. Clusters and Cluster Incharges for morning & evening shifts should be separate. The number of clusters may be as per requirement of the Zone.
2. A cluster level committee consisting of following three members will be formed by concerned Zonal DDE for allotment of a School to the applicant student, at Cluster level:
 - i. Cluster Incharge (Chairperson)
 - ii. One Head of School of the same cluster and
 - iii. One nominated SMC member of the same cluster.
3. 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.
4. Application of admission from individual is to be received by Head of the School where it is presented by the Parent/Guardian under proper receipt. A record of all applications received is to be maintained by each Head of School and within 2 working days of the receipt of the application, the same is to be forwarded to cluster In-charge.
5. A committee as constituted under point (2) above will review all the applications received, thrice a month and the committee will allocate school to the applicant student within the cluster as per residence, availability of vacant seats and infrastructure of the School.

6. The list is to be finalized by the Committee and sent to the Zonal DDE for information. If the Zonal DDE has any objection they would send back information within two working days or the list would be deemed approved.
7. In case of any difference of opinion in the Committee, the case(s) should be sent to Zonal DDE.
8. The list finalized by the Committee will be forwarded along with the applications to the allocated school.
9. If no seat is available in the cluster School, the matter may be referred to concerned Zonal DDE for allocation of seat in a nearby cluster School.
10. The list of students granted admission to cluster schools will be displayed on the Notice Board in all schools of the cluster and on website of Directorate of Education, so that the parents can know about the status of admission of their ward.

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

11. The Committee will ensure that the list of students granted admission is displayed in all Government Schools in the cluster in accordance with the above schedule.
12. 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 allocated for the purpose of admission, then they should be allotted 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.
13. It is to be ensured that the child gets admission in a school within 10 working days from the date of submission of application and as per neighborhood criteria described under DRTE Rules 2011.
14. The Head of School will ensure that parents are informed telephonically about the admission of their ward.

B. Admission of children who have not passed out previous class from any recognized school or those who are out of School (Classes VI-VIII only)

15. The admission of these children is to be done as per age appropriate criteria under RTE Act, 2009.

16. Chapter II section 4 of RTE Act 2009 states that "Where a child above six years of age has not been admitted in any school or though admitted, could not complete his or her elementary education, then, he or she shall be admitted in a Class appropriate to his or her age."
17. If the applicant does not possess the Birth Certificate then they may submit a declaration on a plain paper regarding the Date of Birth of the applicant student along with the application for admission.
18. 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.
19. 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
20. 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.


01/04/16
(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.


11/4/16
(Manjula Khanna)
OSD (School)