

GOVERNMENT OF NCT OF DELHI
DIRECTORATE OF EDUCATION
(PRIVATE SCHOOL BRANCH)
OLD SECRETARIAT, DELHI-110054

No.DE.15 (315)/PSB/2016/13690-13704

Dated: 21/03/2017

CIRCULAR

Subject: - Guidelines for admission of EWS/DG Category Students in Private Unaided Recognized Schools of Delhi at Entry Level Classes for the session 2017-18 selected through Computerized Draw of Lots.

In continuation of this Directorate's order dated 09/01/2017 (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) was conducted on 20th of March, 2017.
2. The successful candidates/applicants of the computerized draw of lots shall be informed about the school allotted for admission under EWS/DG category through SMS on their registered mobile number, 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 2017-18' in the module 'EWS/DG Admission' available at the main page of departmental website www.edudel.nic.in. The total number of online applications received is 1,13,991 and total number of EWS/DG category seats is 31653. Hence, every applicant can't be selected in draw of lots.
 - a) If the applicant has been allotted the school, the screen will show the allotted school name.
 - b) If the applicant has not been allotted any school, the screen will show a message that "***It is regretted that your name does not appear in the list of successful candidates selected in the computerized draw of lots.***"
 - c) If the applicant enters wrong Registration ID/Date of Birth then the screen will show a message that '**No Record Found**'
4. The successful applicant may approach the school allotted in draw of lots on or before 15th of April, 2017 during school hours along with the following documents:-
 - a) Print out of the application filled.
 - b) Two photographs of the child.
 - c) Self Attested photocopy of proof of date of birth.
 - d) Self Attested photocopy of Residential Proof.

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- e) Self Attested photocopy of documentary proof for EWS or DG category, whichever applicable.
- f) Aadhaar Card of the child.

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 15th of April, 2017 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 2017-18**.
10. The School can see all the online applications details of the allotted applicants by using the link as mentioned above. The school must confirm these details from the documents produced. School is also required to hand hold the successful EWS/DG parents in submission of above said documents.
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 (<http://edistrict.delhigovt.nic.in>), if available, or in writing from the office of issuing authority.
12. Income certificate issued by the Competent Authority declaring the total annual family income less than Rs. 1,00,000/- is a valid document for admission under EWS/DG category whether it is in the name of mother or father of the child.
13. 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.
14. The school shall also not ask for any Income Certificate from the parents/applicants who have been selected under DG category.
15. 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.
16. The school shall issue proper acknowledgement against the request of the parents/guardian seeking admission in the school as declared in the computerized draw of lots.

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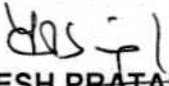
17. Every selected student has been allotted a Serial Number in order of their selection in the respective school through computerized draw of lot and list of candidates has been forwarded online in the same order to the respective schools. The School shall give admission to the selected candidates in order of the Serial Number allotted to the candidate through computerized draw of lots and as available on the online module. For example, if the total general category admissions done in the school as on date is 18 out of the total declared 30 General Category seats then the school shall consider firstly, the candidates from S. No. 1 to 6, for admission under EWS/DG category before considering the candidate of any subsequent serial numbers.
18. The school, by 15th of April, 2017 shall update the correct admission status as per the options available on the web page of the respective schools (*Admitted / Provisionally Admitted / Not Reported / Rejected / Inwaiting*) in respect of all the applicants allotted through computerized draw of lots. The said details shall be updated daily through the link **School Plant -> EWS -> EWS/DG Result 2017-18** available on department website www.edudel.nic.in.
19. 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:-
 - Non-submission of valid date of birth proof.
 - Non-submission of valid residence proof.
 - Non-submission of valid EWS/DG proof.
 - For EWS, the Income Certificate does not show annual income as less than one lakh per annum.
 - If ration card is submitted as residence proof, the name of the child does not figure in the ration card.
 - Mismatch between online details and documentary evidence.
 - Duplicate Entry.
20. The school once allotted to the applicant through the computerized draw of lots shall not be changed under any circumstances.
21. 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.
22. The school shall satisfactorily attend the selected applicants and complete the admissions formalities appropriately. The school shall not refuse to grant admission to EWS/DG category children on the ground of distance range.
23. The school shall not charge tuition fee from the students admitted under EWS/DG category. Further, schools have to provide the free books,

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school uniforms and writing material to each and every student admitted under EWS/DG category, as is mandated for other children.

24. The school shall call all candidates allotted through computerized draw of lots on their registered mobile number informing about the selection in the school and last date of admission.
25. Multiple / Duplicate entries, if found at any stage, shall liable to cancellation of the candidature/admission of the candidate.
26. For any clarification/grievance in this context, parents/school may contact respective Dy. Director of Education (District/Zone). All District DDEs are requested to ensure that above said instructions are adhered strictly by all the Unaided Private Recognized Schools. Further, all Dy. Directors of Education (District/Zones) shall attend the EWS/DG parents sympathetically and resolve their grievances, if any, related to admissions in co-ordination with respective school and shall issue appropriate directions to the schools regarding admission of the applicant, if necessary.

This issues with the prior approval of the Competent Authority.


(YOGESH PRATAP)
DY. DIRECTOR OF EDUCATION (PSB)

Manager/HOS

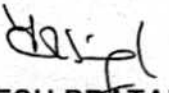
All the concerned Private Unaided Recognized Schools of Delhi

No.DE.15 (315)/PSB/2016/13698-13704

Dated: 21/03/2017

Copy for information to:-

1. P.S. to Secretary (Education), Govt. of NCT of Delhi.
2. P.S. to Director (Education), Govt. of NCT of Delhi.
3. P.A. to Addl. Director of Education (PSB), Directorate of Education, Govt. of NCT of Delhi.
4. All Regional Directors of Education, Directorate of Education, Govt. of NCT of Delhi.
5. All District DDEs, Directorate of Education, Govt. of NCT of Delhi.
6. OS (IT) with the request to upload it on the departmental website.
7. Guard File.


(YOGESH PRATAP)
DY. DIRECTOR OF EDUCATION (PSB)