

**GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
DIRECTORATE OF EDUCATION (PRIVATE SCHOOL BRANCH)
OLD SECRETARIATE, DELHI-110054**

No. DE(362)/PSB/2017/23077-84

Dated: 16/03/2018

CIRCULAR

SUBJECT: - Guidelines for admission of EWS/DG Category Students in Private Unaided Recognized Schools of Delhi at Entry Level Classes for the session 2018-19 selected through Computerized Draw of Lots.

In continuation of this Directorate's order dated 10.01.2018 and 12.01.2018 (Copy enclosed), following instructions are issued for all concerned for taking necessary action:-

1. The Computerized draw of lots for Online Applications received from EWS/DG Category students for admission at the Entry Level Classes (Nursery/Pre-School, KG/Pre-primary, Class-I) has been conducted on 15th March, 2018 (Thursday).
2. The successful candidates/applicants of the computerized draw of lots are being 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 applicants 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 2018-19' in the module 'EWS/DG Admission 2018-19' available at the Home page of the departmental website www.edudel.nic.in. The total number of online applications received is 128242. 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 you have not been selected in the 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 applicants should approach the school allotted through computerized draw of lots on or before 31st March, 2018 (Saturday) during school hours along with the following documents as per the information filled in the online application form:-
 - (a) Print out of the application filled.
 - (b) Two photographs of the candidate.
 - (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.

5. If the successful applicant fails to approach/report the school up to 31st of March, 2018 for completing the formalities for admission under EWS/DG category, his candidature shall be cancelled.
6. 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 2018-19**.

7. The School can see all the online applications details of the allotted applicants by using the link as mentioned above.

In this connection, respective Unaided Recognized Private Schools are hereby requested to do the following:-

1. Place an enlarged printout of the list of students outside the school gates for the information and ease of parents.
2. Many parents may be approaching private schools for the first time. Therefore, in order to help and facilitate the parents of EWS/DG Category children, the concerned schools must set up Help Desks within the school premises to explain to the parents the formalities regarding paper work etc. required for admission.
3. Schools shall not deny admission to the successful candidates who have filled details of only one of the parents in the online application form. It should also be ensured by school authorities that the admission to EWS/DG category successful candidates shall not be denied on frivolous grounds e.g. one or two letters are different in any name in some document. Absence of Aadhar is also not a ground to deny admission to the successful candidates.
4. Heads of the concerned Private Unaided Recognized Schools shall not unnecessarily send the parents to the Department, for making amendments/correction in the online application forms, as the same cannot be done at this stage. Rather, they should be taking a decision based on genuineness/merit of the specific cases and must not deny admission on unjustified frivolous grounds.
5. Admission is to be granted as soon as possible so that children can join the academic session on the very first day itself.
6. The school shall not charge tuition fee from the students admitted under EWS/DG category. Further, **schools have to provide the free books, school uniforms and writing material to each and every student admitted under EWS/DG category, as is mandated for other children** at the time of admission, or in any case, before 01.04.2018.
7. Schools are advised to hold introductory session for all parents together including the parents of EWS/DG Category children.
8. The school must confirm details of the EWS/DG category successful candidates from the supportive documents produced by them.
9. 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.
10. 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 or legally adopted guardian of the child.
11. 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.
12. The school shall also not ask for any Income Certificate from the parents/applicants who have been selected under DG category.

13. 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.
14. 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.
15. **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.**
16. The school shall not refuse to grant admission to EWS/DG category children on the ground of distance range.
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 admission 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 31st of March, 2018 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/In-waiting) in respect of the applicants allotted through computerized draw of lots. The said details shall be updated daily through the link **School Plant→EWS→EWS/DG Result 2018-19** 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 of the candidate.
 - 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.
 - Any other


General Instructions for all concerned:-

1. The school once allotted to the applicant through the computerized draw of lots shall not be changed under any circumstances.
2. 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. However, school shall not declare any EWS/DG category admission rejected at their end. Any such case shall be referred to the DDE/District. DDE's shall necessarily pass speaking orders

in case of any doubt, but not later than 31st March, 2018. DDE/District shall setup a helpdesk from 10 am to 5 pm on working days from 20th March to 31st March. The helpdesk shall maintain a single register of all referred cases relating to EWS/DG category whether by parents/schools/or from HQ or from the online portal or public hearings etc. Unique serial number and acknowledgement will be maintained. This helpdesk shall provide all assistance and guidance to parents. DDE/PSB to conduct a training of 2 or more staff per District nominated by DDE at Ludlow Castle at 4 PM, 19th March, (Monday).

3. Multiple/Duplicate entries, if found at any stage, shall liable to cancellation of the candidature/admission of the candidate.
4. For any clarification/grievances in this context, parents/school may contact on the EWS helpline numbers 8800355192 and 9818154069 on working days from Monday to Friday between 10:00 am to 5:00 pm. Parents can also file their grievances/complaints on the GRMS portal at <http://doepvt.delhi.gov.in>.
5. For any clarification/grievances 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 admission 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)
Deputy Director of Education (PSB)

HOS/Managers

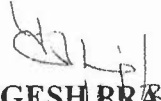
All the Private Unaided Recognized Schools of Delhi

No. DE(362)/PSB/2017/ 23077-24

Dated: 16/03/2018

Copy for information to:-

1. P.S. to Secretary, Education Department, GNCT of Delhi.
2. P.A. to Director, Education Department, GNCT of Delhi.
3. Spl. Director, Education (PSB), Department, GNCT of Delhi.
4. All Special/Addl. Directors/RDs/JDEs/DDEs/ADEs, Dte. of Education, GNCT of Delhi.
5. All District DDE with the request to ensure strict compliance of the instructions by the concerned school.
6. OS (IT) with the request to upload it on the departmental website.
7. Guard File.


(YOGESH PRATAP)
Deputy Director of Education (PSB)