



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

DE.23 (363 )/Sch.Br./2019-20/ 133

Dated: 31/01/2020

Circular

**Sub: Plan Admissions for the Academic Session 2020-21.**

As per previous practice, students from the feeder Schools i.e. MCD's/Govt., Govt. Aided, Recognized Unaided Schools (Under RTE/DSEAR) are to be admitted in the Schools of Directorate of Education (Parent School). In order to discuss the modalities regarding Plan Admissions and to refine the admission procedure a meeting under the chairpersonship of the Addl. DE (School) was convened on 22-01-2020 at 11:00 AM at Ludlow Castle Sports Complex. The Plan Admission related issues were discussed and following decisions were taken:-

1. The following broad guidelines should be taken care, while preparing the admission plan for 2020-21:-

- Feeder schools of Delhi should be attached to the neighbourhood parent school.
- Ensure that as far as possible no student has to cross the Railway Lines or Major Main Road.
- Students should be distributed equally, wherever possible, to avoid overcrowding in a particular school.
- Students of feeder school studying in English/Urdu Medium should be attached to the same instructional medium schools.
- All primary schools including MCDs, Govt. Aided, Recognised Unaided Primary Schools (under RTE/DSEAR) should be attached to schools of Directorate of Education for the pass outs of the highest Class i.e., Class V.
- All Govt./Govt. Aided and Recognized Unaided Middle Schools should be attached to Secondary/Senior Secondary Schools of Directorate of Education for the pass outs of the highest Class i.e., Class VIII.
- For Admission Plan, schools should be attached keeping in mind the convenience of students and not restricted by Zonal/District boundaries i.e. if two schools are close to each other and they should ideally be attached for the purpose of admission plan, then they should be attached 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 the attachment of schools.

## 2. Plan Admission in Class VI:

- a) All the HoSs of the MCDs, Govt. Aided, Recognised Unaided Primary Schools (under RTE/DSEAR) are requested to fill up the under mentioned details of Class V students in Unified District Information System for Education plus (U-DISE+) and Student Data Management Information System (SDMIS) latest by 07-02-2020:-

- 1 Name
- 2 Date of Birth
- 3 Father's Name
- 4 Mother's Name
- 5 Category(SC/ST/OBC/Gen)
- 6 Gender
- 7 Medium of instruction
- 8 Address
- 9 Mobile No.
- 10 Bank A/c No. (If available)
- 11 Aadhaar No. (If available)
- 12 Religion

The data of all students of class V should be fed diligently and no child should be left.

- b) The mapping exercise would be done by the DDEs (Zone) of Directorate of Education from 12-02-2020 to 17-02-2020, in which online linkage of the feeder schools with the parent DoE schools will be made.
- c) Welcome sheets would be generated by the parent school of DoE in which the name of student, parent and detail of the parent School would be provided on one side while list of the documents required by the parent school with other general instructions regarding admission will be printed on the other side.
- d) The result of the class V students in MCD schools will be declared on 24-03-2020 (as fixed by MCD's officials), the HoS/Vice Principal/designated teacher of the parent DoE school would visit the feeder schools personally to hand over the welcome sheet to each child on 24-03-2020. MCD officials may be requested to hold a PTM on that day so that parents can also be briefed by HOS and Teachers of Parent Schools.
- e) During above PTM, HoS of the MCD school will also hand over list of the students with following information in respect of each and every student who has passed/promoted class V from that school to the HoS/Vice Principal/designated teacher of the parent school of the DoE:
1. Date on which student last attended the school.
  2. Attendance of the student for the current session (up to 29<sup>th</sup> February, 2020) i.e. No. of days attended by the students / possible attendance.

*J. P. Singh*

- f) On 1<sup>st</sup> of April, 2020, all the students of Class V, their parents, teachers and HoS would be invited to DoE schools to brief them about their new school. **The Directorate of Education will try to achieve maximum admissions during the first 15 days through mass publicity/advertisement etc.**
- g) HoSs of feeder Schools will ensure that the parents of Class V students are well informed about the last date (30<sup>th</sup> April, 2020) of plan admission.
3. **Plan Admission in Class IX:** On similar lines, data entry would be done to get the enrolment status of Govt./Govt. Aided and Recognized Unaided Middle Schools and the admission plan will be designed for Class IX accordingly by DDE (Zone). After giving plan admissions, remaining seats will be open for Non Plan Admission.
- a) All the DDEs (Zone) will direct the Heads of all Recognized Unaided Middle Schools (including schools recognized under RTE Act, 2009) under their respective Zone to fill up details of all the students of Class VIII, as given at point 2(a) above for class VI students, in the Unified District Information System for Education plus (U-DISE+) and Student Data Management Information System (SDMIS) latest by 07-02-2020.
- b) A mapping exercise from 12-02-2020 to 17-02-2020 would be done by the DDEs (Zone) in which online linkage of the feeder Govt./Govt. Aided and Recognized Unaided Middle Schools with the parent DoE schools will be made.

**If the feeder schools (Class VI & IX) do not fill the above mentioned student details before the stipulated date, the name of that student will not be reflected at DoE online module, hence he/she could not be admitted by the parent school. In this case the feeder school has to approach the respective DDE (Zone) to feed the necessary details of the left out students so that the student concerned may get admitted in the designated parent school.**

The module for linking feeder schools to parent schools for Classes VI and IX will be made available to Zonal DDEs from 12-02-2020 to 17-02-2020.

**Following schedule for Admission Plan for classes VI & IX must be adhered to:**

1. **Data feeding in the Unified District Information System for Education plus (U-DISE+) and Student Data Management Information System (SDMIS) to be completed by 07-02-2020 (Friday) by all the feeder schools.**
2. **Mapping and attachment of feeder schools to be completed by 17-02-2020 (Monday) by DDEs (Zone) of Directorate of Education.**
3. **Availability of attached feeder schools list on MIS by 18-02-2020 (Tuesday).**
4. **If any discrepancy is found in the attached school list, then correction would be made by concerned DDE (Zone) only from 19-02-2020 (Wednesday) to 22-02-2020 (Saturday).**
5. **Availability of final attached feeder schools list on MIS by 27-02-2020 (Thursday).**
6. **Submission of hard copies of Zone-wise Admission Plan along with the certificate by concerned DDE (Zone) duly countersigned by concerned DDE (District) by 03-03-2020 (Tuesday).**



7. Availability of detailed list of students of feeder schools in the parent school by First week of March. (Concerned HoS of parent and feeder school may check the list of students.)
8. Plan admission will be done between 25<sup>th</sup> March to 30<sup>th</sup> April, 2020. In case, the student does not take admission in the parent school during this period, he/she will lose the seat. Thereafter the student can get admission under Non Plan and will not be entitled to the schools allotted earlier (parent school), under Plan Admission.
9. For the students admitted in the session 2020-21, Student ID must be generated from 1<sup>st</sup> April, 2020 onward.
10. Before Student ID generation, Student must be asked if he/she has studied earlier in Delhi Govt. School, if yes generation of new ID must be avoided otherwise the HoS will face problems related to Duplicate Student ID. Such student may be admitted online as per circular no. DE.23(363)/Sch.Br./2018/1085 dated 25-07-2018 regarding 'Old Student Admission with Gap'.

This issues with prior approval of the Competent Authority.

*S. Jain*  
31.1.2020

Dr. Saroj Sain  
Addl.DE (School)

Encl: as above

DE.23 (363)/Sch.Br./2019-20/ 133

Dated: 31/01/2020

**All Heads of Govt., Govt. Aided and Unaided Recognised Schools under Directorate of Education through DEL-E.**

Copy to:-

1. PA to Secretary (Education).
2. PA to Director (Education).
3. Director (Education) North DMC/South DMC/East DMC & CEO (Delhi Cantonment Board) with a request to issue directions to all stakeholders.
4. All RDEs /DDEs (District & Zone) to ensure compliance.
5. System Analyst (MIS) for uploading on MIS.
6. Guard File.

*3* *विश्वामि*  
31/01/2020  
DDE (School)

प्रिय,

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विद्यालय का पता:.....

विद्यालय आई. डी.:.....

दूरभाष :.....

अभिभावकों से आग्रह है कि प्रवेश के समय निम्नलिखित दस्तावेज़ अपने साथ लायें:

1. विद्यार्थी का पासपोर्ट आकार का फ़ोटो
2. आवास प्रमाण पत्र
3. आधार संख्या (प्रमाण सहित)-वैकल्पिक
4. बैंक खाता संख्या (प्रमाण सहित)-वैकल्पिक
5. जाति/दिव्यांग प्रमाण पत्र (यदि लागू है तो)

**सामान्य निर्देश:-**

1. यद्यपि कंप्यूटर से आपके बच्चे का नाम इस विद्यालय में आ चुका है किन्तु अभिभावक उपरोक्त दस्तावेज़ जल्द से जल्द जमा कर अपने बच्चे का इस विद्यालय में दाखिला निर्धारित समय में सुनिश्चित कर लें अन्यथा वह इस विद्यालय में प्रवेश से वंचित हो जायेगा और उसे नॉन प्लान प्रवेश प्रक्रिया के तहत विद्यालय का आवंटन किया जायेगा जो कि दूर भी हो सकता है
2. नगर निगम विद्यालय के कक्षा V के छात्र अपने अभिभावक व शिक्षक के साथ 1 अप्रैल 2020 को शिक्षा निदेशालय के अपने नए विद्यालय में समय पर पधारेंगे