



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

DE.23 (363)/Sch.Br./2021-22/ 183

Dated: 18/3/21

Circular

Sub: Plan Admissions for the Academic Session 2021-22.

As per previous practice, students from the feeder Schools i.e. MCDs/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 05-03-2021 at 11:00 AM at New Conference Hall, Directorate of Education, Old Sectt.. In the meeting, it was decided that following broad guidelines should be taken care, while preparing the admission plan for 2021-22:-

- 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 to be restricted by Zonal/District boundaries i.e. if two schools are close to each other & are located in two different Zones/Districts, then they can also be attached for the purpose of admission plan. 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.

G. H. Sharma

- All the DDE (Zones) of Directorate of Education are requested to call a meeting with Zonal Heads/DDE (Zones) of MCDs of the concerned area for co-ordination regarding Plan Admissions.

Plan Admission in Class VI

All the HoSs of the Recognised Unaided Primary Schools (under RTE/DSEAR) are requested to fill up enrolment details of Class V students (gender wise and medium wise) in the online module available at www.edudel.nic.in ->**Student login->Plan Admissions**, latest by 24-03-2021. After 24-03-2021, the link will be blocked at School Level.

A module having 12 data entry fields has been developed, which is class wise for Classes VI & IX. The particular class VI or IX will have to be selected before feeding the data. The data of all students of class V should be fed diligently and no child should be left.

- The data entry fields are as under:

- ✓ Name
- ✓ Date of Birth
- ✓ Father's Name
- ✓ Mother's Name
- ✓ Category(SC/ST/OBC/Gen)
- ✓ Gender
- ✓ Medium of instruction
- ✓ Address
- ✓ Mobile No.
- ✓ Bank A/c No. (If available)
- ✓ Aadhaar No. (If available)
- ✓ Religion

If the Recognised Unaided Primary Feeder schools do not fill the above 12 point data for a student before the stipulated date, the name of that student will not be reflected at DoE online module, hence he/she will 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 concerned student may be admitted in the designated parent school.

Chitran

- From 18-03-2021 to 20-03-2021 mapping exercise would be done by the DDEs (Zone) of Directorate of Education.
- Heads of the feeder MCD schools will submit duly signed hard copy of the online issued SLC while Heads of the other feeder schools will submit duly signed hard copies of the Manual SLCs of all the students of their respective schools to the Head of the concerned parent school in a compiled manner by 10-04-2021.
- All the Heads of the Parent Govt. and Govt. Aided Schools under Directorate of Education having feeder schools attached to them are hereby directed that to online admit all the students studying in class V of the feeder schools in class VI after receiving their SLCs from Heads of the feeder schools.
- All the Heads of the Feeder Govt. MCD Schools will ensure that Student IDs of all the students studying in class V are generated and their data details in particular their mobile numbers, residence address is correct. If Student ID of any student is not generated then it will not be possible to generate online SLC of that student, hence, he/she could not be admitted in the parent school.
- Due to COVID-19 pandemic guidelines have been issued by the Government to maintain physical distancing. In order to ensure the above it would not be appropriate to call student physically to school for admission. Hence, it is clarified that only parents of the students may submit the relevant documents to Heads of the parent schools. Heads of the parent schools may call parents in batches.
- HoSs of feeder Schools will ensure that the parents of Class V students are well informed about their new parent schools. HoSs of the feeder schools are directed to provide copy of the attached instructions regarding admissions to the parents of the students of class V. The duly filled attached Welcome Sheet may be handed over to parents of the students for the same.

Plan Admission in Class IX

- On similar lines, data entry would be done to get the enrolment status of Recognized Unaided Middle Schools and the admission plan will be designed for Class IX accordingly by DDE (Zone).
- 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 enrolment details of Class VIII students (gender wise and medium wise) in the online module available at www.edudel.nic.in->**Student login->Plan Admissions**, latest by 24-03-2021.
- A module having 12 data entry fields has been developed, which is class wise for admission in Classes VI & IX. The class VI or IX will have to be selected for feeding the data. Feeding of data related to class VIII students will be done in a similar way to that of class V latest by 24-03-2021. The data of all students should be fed diligently and no child should be left.

Ghanshyam

- All the Heads of the Govt. and Govt. Aided Middle schools are hereby directed to check that the online data details of the students are correct and Student IDs of all the students studying in class VIII have been generated else it will not be possible to issue online SLC.
- All the other guidelines regarding admission in class VI should also be followed for admission in class IX.

If the Recognized Unaided Middle feeder schools do not fill the above 12 point data for a student before the stipulated date, the name of that student will not be reflected at DoE online module, hence he/she will 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 concerned student may be admitted in the designated parent school.

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

- Mapping and attachment of feeder schools to be completed by 20-03-2021 (Saturday) by DDEs (Zone) of Directorate of Education and same will be visible to both feeder and parent schools.
- All the Heads of the feeder schools are hereby directed to submit the enrollment details of the students of the feeder class to the Heads of the parent schools by 23-03-2021 positively as per the below given format who will further submit it to the concerned DDEs (Zone) of the Directorate by 24-03-2021.

Feeder School Enrollment Details						
Name of the Feeder School :						
Feeder School ID:						
Feeder Class	Enrollment of Boys			Enrollment of Gils		
	Hindi Medium	English Medium	Urdu Medium	Hindi Medium	English Medium	Urdu Medium

- Data feeding by all the feeder schools of Aided and Unaided Recognized Schools of Local Bodies in 12 field module will be completed by 24-03-2021.
- If any discrepancy is found in the attached school list, then correction would be made by concerned DDE (Zone) only from 24-03-2021 (Wednesday) to 26-03-2021 (Friday).
- Submission of hard copies of Zone-wise Admission Plan along with the certificate by concerned DDE (Zone) duly countersigned by concerned DDE (District) to School Branch by 06-04-2021 (Tuesday).

3/4/2021

- Availability of detailed list of students of feeder schools in the parent school by First week of April. (Concerned HoS of parent and feeder school may check the list of students.)
- Admissions of students under Plan Admission Scheme will start from 12th April 2021.
- Student IDs must be generated after 12th April, 2021.

This issues with prior approval of the Competent Authority.

3 दिनांक 18/3/2021
DDE (School)

Encl: Welcome Sheet

DE.23 (363)/Sch.Br./2021-22/ 183

Dated: 18/3/21

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, NDMC & 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.

कमल
18/3/21
OSD (School)

राष्ट्रीय राजधानी क्षेत्र दिल्ली सरकार, शिक्षा निदेशालय

प्रिय, _____

विद्यालय _____

सामान्य निर्देश:-

1. सभी फीडर विद्यालयों के कक्षा V के विद्यार्थियों के अभिभावक 11 अप्रैल, 2021 या उसके बाद अपने बच्चों के दाखिले हेतु, निम्नलिखित दस्तावेजों के साथ निर्धारित पैरेंट विद्यालयों के प्रधानाचार्य से मिलेंगे।
 - i). विद्यार्थी का पासपोर्ट आकार का फोटो
 - ii). दिल्ली में आवास/निवास का प्रमाण
 - iii). आधार संख्या (प्रमाण सहित)- वैकल्पिक
 - iv). बैंक खाता संख्या (प्रमाण सहित)- वैकल्पिक
 - v). जाति प्रमाण पत्र /दिव्यांग प्रमाण पत्र (यदि लागू है तो)
2. यद्यपि कंप्यूटर से आपके बच्चे का नाम इस विद्यालय में आ चुका है किन्तु अभिभावक उपरोक्त दस्तावेज जल्द से जल्द जमा कर अपने बच्चे का निम्नलिखित विद्यालय में दाखिला निर्धारित समय में सुनिश्चित कर लें अन्यथा उसे असुविधा हो सकती है।

विद्यालय का पता :

विद्यालय आई. डी. :

दूरभाष संख्या :