



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

DE.23 (363)/Sch.Br./2020-21/459

Dated: 06/09/2021

**CIRCULAR**

**Sub: - Guidelines for Admission Process for Classes VI to X & XII under Non-Plan Admissions 2021-22.**

In reference to the Circulars Nos. DE.23(363)/Sch.Br./2021-22/253 & 254 dated 10/06/2021, DE.23(363)/Sch.Br./2021-22/323 & 324 dated 06/07/2021 and DE.23(363)/Sch.Br./2021-22/428 dated 09/08/2021 process of Non Plan Admissions to classes IX, X & XII in Govt. Schools under Directorate of Education has been completed.

It has been noticed that few parents could not get their wards registered for admission to classes IX, X & XII and they are anxious about the future of their wards. Such parents are continuously approaching the authorities for relief.

In view of the above, it has been decided to extend the offline process of allotment of schools for class IX, X & XII.

**Procedure of Offline Admissions to Classes X & XII:**

Applicant/parent of the applicant can apply for admission manually in any school nearer to his/her residence till 20-09-2021. The concerned HoS will forward his/her application to the concerned DDE (Zone) latest by 21-09-2021 after verification of the relevant documents and checking the eligibility of the candidate along with the format given below:-.

S.No.	Name of the Student	Father's Name	Class of Admission	Gender	Date of Birth	Residential Address of the Candidate	Contact No. of the Candidate

The concerned DDE (Zone) will allot the schools to such candidates (offline) and display the consolidated allotment list by 24-09-2021 at prominent place in zonal office. The DDE (Zone) will also forward the list of the allotted candidates to Heads of all the concerned schools. The format of the consolidated allotment list is as under:

S.No.	Name of the Student	Father's Name	Class of Admission	Stream, if applicable	Name of the Allotted School	School ID of the Allotted School	Gender	Date of Birth	Residential Address of the candidate	Contact No. of the candidate

The Heads of the concerned schools will also display the above list at prominent places of the school. HoS will also contact the parents of the allotted candidates and provisionally admit the candidates after verification of the relevant documents, till 30-09-2021. Heads of the allotted schools will also depute a person to contact the office of the concerned DDE (District) for temporary Student ID generation along with copy of the consolidated allotment list forwarded by DDE (Zone) along with the duly filled proforma given below by 04-10-2021.

S.No.	Name of the Student	Class of Admission	Stream, if applicable	Gender	Date of Birth	Name of the Allotted school	Allotted School ID

#### **Procedure of Offline Admissions to Class IX:**

Students approaching any Govt. School for admission to class IX will get themselves registered offline in the nearest school of their choice and the concerned HoS will submit his/her registration form online at the link available at the level of school available at the level of school under Non Plan Admission. After online registration the registration form will be reflected at Cluster Level. Further the allotment process of schools to these students will be same as communicated earlier for two online cycles. The schedule of the admission to class IX is as under:-

Last date of offline Registration: 20-09-2021

Last date of Allotment by Cluster Level Admission Committee: 23-09-2021

Last date of Allotment by Zonal Level Admission Committee: 24-09-2021

Cluster Incharge will forward the list of applicants (to whom school has not been allotted by cluster) to the concerned DDE (Zone) by 22-09-2021.

HoS of the allotted school will also contact the parents of the allotted candidates and must ensure admission of the allotted applicants by 30-09-2021.

**However, Admissions to classes VI to VIII (up to the age of 14 years) will be allowed in age appropriate Class, as per the RTE Act throughout the session like previous year. No such student should be denied admission.** The process of admission of such students will be same as communicated vide circular no. DE.23 (363)/Sch.Br./2020-21/768 dated 22-10-2020 i.e. students approaching any Govt. School for admission to classes VI to VIII will get registered himself offline and the concerned HoS will submit his/her registration form online at the link available at the



level of school under Non Plan Admission. After online registration the registration form will be reflected at Cluster Level. Further the allotment process of schools to these students will be same as communicated earlier for two online cycles.

Further, if due to unavoidable circumstances, parents did not approach the allotted schools in previous online/offline cycles for submission of requisite documents for confirmation of admission of their wards to classes VI-X & XII, they can get their child admitted till 30-09-2021 after getting the delay condoned from the concerned DDE (Zone). Therefore, Heads of the allotted schools may guide such students/parents to contact concerned DDE (Zone) office for condonation of delay for admission and ensure their admission till 30-09-2021.

This issues with prior approval of the Competent Authority.



(Dr. Rita Sharma)  
Addl.DE (School)

**All Heads of Govt. Schools under Directorate of Education through DEL-E.**

DE.23 (363)/Sch.Br./2021-22/459

Dated: 06/09/2021

Copy to:-

1. PA to Director (Education).
2. All RDEs, DDEs (District/Zone) for ensuring compliance.
3. Chairperson (DCPCR)
4. System Analyst (MIS) for uploading on MIS.
5. Guard File.



(Sanjay Subhas Kumar)  
DDE(School)