



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

DE.23 (28)/Sch.Br./2021-22/ 557

Dated: 11/10/2021

**CIRCULAR**

**Sub: Extension of Admission Process for Classes IX & XI through Offline Mode.**

In continuation to the admission guidelines for classes IX & XI (refer Circular No. DE.23(28)/Sch.Br./2021-22/426 dated 05-08-2021 and DE.23(363)/Sch.Br./2021-22/459 dated 06-09-2021) and in order to provide relief to the students who could not apply in previous admission cycles and are still approaching the higher authorities for admissions, **it has been decided to provide one more opportunity for admission through offline application / registration & allotment of schools to all such students along with those who have passed Class X Compartment Examination 2021.**

**Procedure for Offline Admissions to Class XI:**

All the students who have either passed the Class X Compartment Examination, 2021 from Recognised Unaided Schools or left out students who could not apply in earlier cycles of Non Plan Admissions and are seeking admission in any Govt. School under Directorate of Education may apply for admission in any school nearer to their residence **till 11-10-2021.**

After verification of the relevant documents and checking the eligibility of the candidate the concerned HoS will forward his/her application to the concerned DDE (Zone) **latest by 12-10-2021 (till 12:00 Noon)** in the format given below:-

S.No.	Name of the Student	Father's Name	Class & Stream 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 students (offline) and display the consolidated allotment list **by 13-10-2021 (12:00 Noon)** 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 & Stream of Admission	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 in the school premises. HoS will also contact the parents of the allotted

candidates and provisionally admit the candidates after verification of the relevant documents, **before 16-10-2021**. Heads of the allotted schools will also depute a person to contact the office of the concerned DDE (Distt.) for generation of temporary Student ID along with copy of the consolidated allotment list forwarded by DDE (Zone) and duly filled proforma given below:

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

**Note: The link for generation of Temporary Student ID is available at DDE (Distt.) level.**

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

Students approaching any Govt. School for admission to class IX may apply 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 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 the same as communicated for earlier admission cycles. The schedule of the admission to class IX is as under:-

- Last date of offline Registration: **11-10-2021**
- Cluster Incharge will forward the list of applicants (to whom school has not been allotted by cluster) to the concerned DDE (Zone) **by 12-10-2021**.
- Last date of Allotment by Cluster Level Admission Committee: **13-10-2021**
- Last date of Allotment by Zonal Level Admission Committee: **13-10-2021**
- HoS of the allotted school will also contact the parents of the allotted students and must ensure admission of such students **by 16-10-2021**.

For students who were allotted schools in the previous admission cycles but have not been admitted due to any reason whatsoever **concerned DDE (Zone) are empowered for delay condone till 16-10-2021**.

Further, admission shall not be denied to students on the ground of minor mistakes in the application form if the student is otherwise eligible for admission. Such mistakes may be corrected after due verification from original documents at School level after the admission of such student.

Further, all the Heads of the Govt. / Govt. Aided Schools are hereby directed to ensure admission to their own students & all students of the feeder schools who have passed the Class X Compartment Examination, 2021.

In view of the COVID-19 pandemic, Heads of Schools must take all necessary precautionary steps to ensure that various guidelines and preventive measures (as issued by the Govt.) including COVID Appropriate Behaviour (CAB), physical distancing and sanitation norms are followed in letter and spirit during the entire exercise. Hand sanitizer should be made available at the entrance of the school and parents / students should be asked to sanitize their hands before entering the school premises.

Heads of Schools shall also ensure that all parents / guardians coming to school are treated with dignity.

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 (28)/Sch.Br./2021-22/ 557

Dated: 1/10/2021

Copy to:-

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



(Sanjay Subhas Kumar)  
DDE(School)