

**Government of National Capital Territory of Delhi**  
**Directorate of Education**  
**IT-Branch, Old Patrachar Building, Delhi-110054**

F. No. (29)DE/IT/MISC SSA/2021/439

Dated: 29/11/2023

**Circular**

**Subject: UDISE+ DCF 2023-24 online submission and declaration by Head of School and verification authorization by CRCCs/DURCCs/DDE Zone/District on MoE U-DISE+ Web Portal ie. [www.udiseplus.gov.in](http://www.udiseplus.gov.in) and also submission separate performa as per Annexure-1 on U-DISE Portal by DDE District/DDE Zone on the Ministry of Education UDISE+ web portal ([www.udiseplus.gov.in](http://www.udiseplus.gov.in)) through their login.**

All Head of Schools of all managements of Delhi are hereby directed to ensure that UDISE+ data 2023-24 related to **School Profile, Facilities, Teacher and Student details** should be completed and submitted & verified by CRCCs online by on 20-12-2023. All entries are to made on UDISE+ Portal of Ministry of Education, GOI i.e. [www.udiseplus.gov.in](http://www.udiseplus.gov.in) as Department of Education, GNCTD has on-boarded the portal of UDISE+, GOI and will enter the data for the first time.

Login ID & password of UDISE+ for the School level may be obtained from concern Block/Zonal MIS i.e. CRCC at DURCC office. UDISE Code of your school is your school login ID for the Ministry UDISE portal. School must follow steps mentioned below to fill the UDISE+ Data 2023-24 only on the Ministry of Education, GOI, UDISE+ Web Portal directly i.e. [www.udiseplus.gov.in](http://www.udiseplus.gov.in).

- Step 1. Open  $\Rightarrow$  [www.udiseplus.gov.in](http://www.udiseplus.gov.in)  
Step 2. Click on **Login for All Modules** for different purpose  
Step 3. Click on **School Directory / User Management login** to change your HoS details.  
Step 4. Click on **Profile & Facilities login** to fill data related to all type school information.  
Step 5. Click on **Teacher Module login** to do all activities related to Teacher details.  
Step 6. Click on **Student Module login & select Delhi** then click on go button to do all activities related to Student details.

**These above steps applicable for all level (School/Block/District) login.**

All HoS are directed to check & ensure the accuracy of UDISE+ data 2023-24 while filling & submitting the online UDISE+ data on **Ministry of Education Govt. of India UDISE+ web portal**. The authenticity of data entered at the school level is of critical importance and Head of School shall be held responsible for the same. **CRCCs have to check the same.**

All DPOs/DDEs are directed that DDE Zones, DURCCs, including himself/herself have checked/authenticated the correctness of the online UDISE+ data 2023-24 and certify the same online on the web portal ([www.udiseplus.gov.in](http://www.udiseplus.gov.in)) through their Login latest by **26/12/2023**. District DDE with the help of master trainers (HoS of DoE and CRCCs) will provide training and all necessary support to all the schools under their jurisdiction. Master trainer has already been trained in training held at Vidya Samiksha Kendra, Boulevard Road, Civil Line, Delhi as per circular no. F.No.DE/IT/Misc./Orders/Circular/Part-1/2022/397 dated 19/10/2023.



The DPOs/DDEs can arrange the training-cum-workshop of all schools under their jurisdiction to upload the correct data in stipulated time. The DPOs/DDEs can assign the HoS as master trainer (HoS of DoE and CRCCs) in their own District/Zone. The expenditure for refreshment for officials attending the training on UDISE+ at Zone/District level may be met through funds at DPO level.

**DDE District/DDE Zone must also ensure that the mandatory fill the data of UDISE+ 2023-24 (as per Annexure-1) under their jurisdiction so that coverage of enrolment data can be enhanced for further necessary action.**

Non compliance shall be viewed seriously as the data submitted directly on **MoE Website Govt. of India** in a time bound manner.

**This issues with the prior approval of the Competent Authority.**

*[Handwritten signature and date 28/11/23]*

**(K.Murugan)**

**Additional Director (IT)**

**Copy for information to:-**

1. PS to Principal Secretary (Education), Old Sectt., Delhi-110054
2. PA to Director (Education), Directorate of Education, Old Sectt., Delhi-110054
3. PA to SPD, Samagra Shiksha, Delhi.

**Copy for information and necessary action to:-**

1. All DPOs/DDEs, Directorate of Education, Delhi/New Delhi.
2. The Director Education, MCD, Education Department: HQ, Civic Centre  
Minto Road, New Delhi-02
3. C.E.O. DCB, Sadar Bazar, Delhi Cantt. Delhi-110010
4. Registrar (School Branch) Jamia Milia Islamia, Jamia Nagar, New Delhi-110025
5. The Director, Social Welfare Department, GNCT of Delhi, GNLS Complex, New Delhi-110001
6. The Director (Edu.), NDMC, Palika Kendra, Parliament Street, New Delhi-110102
7. All DURCCs of concerned District
8. O.S (IT) is requested to upload in the website

*[Handwritten signature and date 28/11/23]*

**(K.Murugan)**

**Addl. Director (IT)**

### Annuxure-1

(To be entered by Block MIS in Application)

**Question 1.** Are there any UNRECOGNIZED schools (which are not having UDISE Code) in the Block? (1-Yes,2-No)

If1-Yes, then mention the grade wise enrollments in the schools as per the following format.

[illegible]

**Question 2.** Are there any Private Pre-Primary Schools (which are not having UDISE Code) in the Block? (1-Yes,2-No)

If 1-Yes, then mention the age wise enrollments in the schools as per the following format:

S. No.	Name of the Schools	Total age wise enrolments in the Pre-Primary sections				
		Age3	Age4	Age5	>Age5	Total
1						
2						
....						
....						

**Question 3.** Are there any Skill/Vocational/ITIs/Diploma providing Centers/Schools (which are not having UDISE Code) in the Block? (1-Yes,2-No)

If1-Yes, then mention the age wise enrollments in the centers/schools as per the following format:

[illegible]