

**GOVT. OF NATIONAL CAPITAL TERRITORY OF DELHI
DIRECTORATE OF EDUCATION (ACT BRANCH)
OLD SECTT., DELHI-54.**

NO.F. DE./ACT/2011/ 6525-34

Dated: 16-12-2011

ORDER

In continuation of order No.F.DE/ACT/2010/7211-7222 dated 15/12/2010 and its corrigendum dated 16/12/2010 and the provisions made in Notification No. 15(172) / DE / Act/2010/69 dated 07.01.2011 with regard to Delhi School Education (Free seats for students belonging to Economically Weaker Section & Disadvantaged Group), the following admission schedule and guidelines are issued for conducting admissions to Pre-School/Pre-Primary/Class-I classes (entry level) for academic session 2012-13:

ADMISSION SCHEDULE

Commencement of Admission Process	02-01-2012
Commencement of availability of admission applications	02-01-2012
Last date for receipt of applications	16-01-2012
Last date for displaying the list of selected children (Including waiting list)	01-02-2012
Last date for displaying the 2 nd list (if any)	29-02-2012
Closure of admission process	31-03-2012

A school can deviate from the above schedule depending on the specific circumstances. However, no deviation shall be permitted regarding dates of commencement and closure of admission i.e. 02.01.2012 and 31.03.2012, respectively and, therefore, all schools shall have uniform dates for commencement and closure of admission process.

In case of deviation from the above schedule (except the dates of commencement and closure of admission i.e. 02.01.2012, and 31.03.2012 respectively), the school shall intimate it to office of the Director of Education, through the concerned Deputy Director of the District by 16:00 hours on 31.12.2011. The intimation shall invariably be accompanied by reasons for the deviation. In the absence of any intimation, the school shall be bound by the schedule laid down in this order.

Each school shall display the admission schedule on its notice board/website and also on official website of Directorate of Education through the link provided by the Department.

The Directorate of Education has devised a **Common Admission Form** for admission under Economically Weaker Section & Dis-advantaged Group category and the same is uploaded on the official website of Directorate of

Education i.e. www.edudel.nic.in for the benefit of the schools as well as the applicants. All the schools are directed to use the same format **only** by downloading the application form or by using a printed application form. Parents may get Common Admission Form from the schools or may download from the above said website. Every school shall ensure that within the above admission schedule, the application forms in the prescribed proforma are made available free of cost to all applicants under EWS and Disadvantaged Group, without any barrier/hindrance.

All schools shall ensure that no child under Economically Weaker Section & Disadvantaged Group is denied admission on neighbourhood/distance basis so long as the locality of the child's residence falls within the distance criterion devised by the school for the General category children.

After the closure of admission process on 31-03-2012, each school shall send the details of the number of vacant seats under Economically Weaker Section & Disadvantaged Group to the concerned District Dy. Director of Education by 16: 00 hours on 06-04-2012. The concerned districts will compile the school-wise status of such vacant seats under EWS and Disadvantaged Group category and forward the same to the Act Branch at HQs latest by 10-04-2012 so that necessary steps to fill all the vacant seats can be taken.

- W
(DIWAN CHAND)
DIRECTOR (EDUCATION)

Managements/Heads of all Recognized Unaided Schools.

No. F.DE/Act/2011/ 6525-34

Dated:- 16-12-2011

Copy to:-

1. P.S. to Hon'ble Chief Minister, Govt. of NCT of Delhi.
2. P.S. to Hon'ble Minister of Education, Govt. of NCT of Delhi.
3. P.S. to Chief Secretary, Govt. of NCT of Delhi
4. P.S. to Principal Secretary (Education), Govt. of NCT of Delhi, Old Sectt, Delhi.
5. P.S. to Director (Education), Govt. of NCT of Delhi, Old Sectt, Delhi.
6. Addl. Director of Education (Act), Govt. of NCT of Delhi, Old Sectt, Delhi.
7. All Regional Directors of Education, Govt. of NCT of Delhi.
8. All Deputy Directors of Education, Govt. of NCT of Delhi.
9. Education Officers/Deputy Education Officers of respective zones.
10. O.S. (IT) with the request to up-load the order on the department's website in public domain.
11. Guard file.

(P.LATA TARA)
ASSTT. DIRECTOR OF EDUCATION (ACT)

Common Application Form for the Admission under Free Ship Quota

(To be filled in Block letters)

Photograph of
Child

Registration Number

(To be filled by the School)

A. Economically Weaker Section

B. Disadvantaged Group
(Please Tick whichever is applicable)

1. Name of the School : _____
(with address)
2. Name of the Child : _____
3. Sex : Male Female
- 4 (a) Date Of Birth* : Day Month Year
(b) Date Of Birth (in words) : _____
5. Age as on 31.03.2012 : _____
(in words)
6. Mother's Name : _____
7. Father's Name : _____
8. Guardian's Name : _____
(if applicable)
- 9: Profession of the Parents :
(a) Mother : _____
(b) Father : _____
10. Present Residential Address** : _____
11. Phone No. of the Parents/Guardian
(a) Mobile No. :
(b) Landline No. :
12. Whether any house is owned by parents in Delhi : Yes/No
If yes, address thereof: _____
13. Since when residing in Delhi : Years Months
14. Total Annual Income of both the parents from all sources : _____
15. Proof of Income*** : _____
(Required only in case of Economically Weaker Section)
16. Proof of Disadvantaged group**** _____

Declaration by the parents

I(Name) Father/mother of
.....(name of the child) hereby declare that the information
given above is true and correct to the best of my knowledge and belief. I have read and
understood all the provisions of the notification in this regard. In case any information is found
false or incorrect on verification, the admission of my ward may be cancelled.

Signature of the Parent

Dated:

Submit anyone of the following documents as proof:

- * (1) Birth certificate under the Births, Deaths and Marriages Certification Act, 1886.
- (2) Hospital/Auxiliary Nurse and Midwife (ANM) register record.
- (3) Anganwadi Record.
- (4) Declaration of the age of the child by the parent or guardian.
- ** (1) Ration card issued in the name of parents (mother/father having name of the child).
- (2) Domicile certificate of child or of his/her parents.
- (3) Voter I-card of any of the parents.
- (4) Electricity bill/ MTNL telephone bill/ water bill.
- (5) Unique Identity Card of mother/father/child issued by Government of India.
- (6) Passport in the name of any of the parents or child.
- *** (1) Income certificate issued by a Revenue Officer not below the rank of Tehsildar
- (2) BPL Ration Card (Yellow Coloured)
- (3) AAY Ration Card (Pink Coloured)
- **** (1) A Certificate issued by a Revenue Officer not below the rank of Tehsildar or any
other Competent Authority
- (2) Caste Certificate issued by DC Office
- (3) Medical Certificate from Govt. Hospital, in case of children with special
needs/disabilities.