

**GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI,  
DIRECTORATE OF EDUCATION, OLD SECRETARIAT, DELHI-54.**

**ACT-I BRANCH.**

No: F.DE.15/1031/Act-I/Part I/2013/ 20626-20638

dated: 23/01/14

**ORDER**

**SUB:- GUIDELINES REGARDING 'DRAW OF LOTS' IN ADMISSION PROCESS FOR THE REMAINING 75% SEATS (EXCLUDING 25% EWS & DG CATEGORY) AT ENTRY LEVEL CLASSES FOR ACADEMIC SESSION 2014-15 IN PRIVATE UNAIDED RECOGNIZED SCHOOLS .**

In continuation of Order No: No: F.DE.15/Act-I/2013/6621-28 dated 22/01/2013, in order to ensure transparency in 'draw of lots', to be adopted by the schools, in case of excess number of eligible applications, in the admission process to classes in private unaided recognized schools of Delhi for the academic session 2014-15 in 75% seats, as ordered/circulated vide this Directorate's Order vide No: F.DE.15/1031/ Act/2013/ 12795-12809 dated 18/12/2013 and Circular vide No: F.DE.15/Act-I/2013/12810-20 dated 18/12/2013, No: F.DE.15/Act-I/2013/2096-3007 dated 27/12/2013 and Order No: F.DE.15/Act-I/2013/20562-574 dated 20/01/2014, the following guidelines are issued:

1. In the case of excess number of applications with same scores vis a vis number of vacant seats, admission shall be through draw of lots.
2. The 'draw of lots' shall be conducted manually. No soft-ware or electronic application shall be used for this purpose.
3. The school will inform the parents concerned well in advance of the date and time of draw of lots.
4. The Directorate of Education would be able to send observers only for Economically Weaker Sections & Disadvantaged Group category and not for remaining category of seats. However, the school shall take all reasonable steps to ensure that the whole process of draw of lots is fully transparent and credible.
5. The process of draw of lots shall be video-graphed and the copy of videography should be maintained / preserved by the school and produced before the authorities, if required.
6. Parents attending the Draw of lots may carry mobile etc. to video-graph the process of draw of lots.
7. It has been felt that wherever draw of lots takes place, the list of selected children, if not displayed on the same day, may lead to confusion etc. Therefore, School shall display the list of selected children through such draw of lots on their notice board and website on the same day of draw of lots. The last date of display of first list of selected children remains same i.e. 28/02/2014. The school shall start conducting admission (acceptance of fee etc.) only after 28/02/2014.

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8. In last few days, the Directorate of Education has received queries/complaints on following issues, therefore, clarifications in this regard is given as below.

- i. Under Sibling category, if one of the 'Twin children' gets selected, then only the other would be considered under 'Sibling category' otherwise not.
- ii. 'International Transfer' shall be considered under 'Interstate Transfer' category. The scores for 'Interstate Transfer' are not limited to Government Sector alone, however, school shall ensure that transparent and proper modalities for considering transfers in Private Sector be worked out at their own level. Interstate Transfers from 1<sup>st</sup> January, 2013 to 31<sup>st</sup> December, 2013 will only be considered under this category.
- iii. The school will decide at their own level the criterion/parameters for admission under 'Parent Alumni' Category.
- iv. Children belonging to Disadvantaged Group category (SC/ST/OBC(non-creamy layer/Orphan/Disabled children) can also apply, against 75% remaining seats.

This issues with the approval of the Competent Authority.

  
23.01.14

(Dr. MADHU TEOTIA, IAS),


**ADDITIONAL DIRECTOR OF EDUCATION (ACT-I).**

**The Management /Principal / Head of School of all the private unaided recognized schools through DDE concerned.**

No: F.DE.15/1031/Act-I/Part I/2013/ 20626-20638

dated: 23/01/14

- Pr. Secretary to Lieutenant Governor, GNCT of Delhi.
- Pr. Secretary to Chief Minister, GNCT of Delhi.
- Secretary to Minister of Education, GNCT of Delhi.
- OSD to Chief Secretary, GNCT of Delhi.
- Pr. Secretary (Education), GNCT of Delhi.
- Director (Education), GNCT of Delhi.
- Director (Education) North, South & East Municipal Corporation of Delhi.
- Director (Education), New Delhi Municipal Council.
- Chief Executive Officer, Delhi Cantonment Board.
- All Addl. Directors/RDEs/JDEs/DDEs/ADEs, Dte. of Education, GNCT of Delhi.
- All Branch In-charges, Directorate of Education, Govt. of Delhi.
- OS (IT) with the request to upload it on the Departmental Website.
- Guard file.

  
23.01.14.

(P.LATA TARA)

**ASSTT. DIRECTOR OF EDUCATION (ACT-I)**