

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
DIRECTORATE OF EDUCATION (ACT-1 BRANCH)
OLD SECRETARIAT, DELHI-110 054.

F.DE/15/Act/08/155/2014/ 916- 928

Dated:- 15-05-2015

ORDER

Subject:-2nd round of admissions in respect of EWS and Disadvantaged Group Category from 18.05.2015 to 05.06.2015 – Help Desks to facilitate parents.

In continuation of Directorate of Education's Circular No.F.DE.15/Act-I/08/155/2013/28012-28022 dated 26/12/2014 (**Copy enclosed**), the following admission schedule and guidelines are issued for conducting admissions against vacant seats of EWS/DG category students which remained vacant after the closure of 1st round of admission on 31.03.2015 in entry level classes i.e. Pre-school, Pre-primary or Class-I in private unaided recognized schools in Delhi for the academic session 2015-16.

1. All Deputy Directors of Education shall compile school wise and zone wise details of vacant seats of EWS/DG category of Entry Level Classes as per Point No. 3 of this Directorate's circular dated 26.12.2014 and display the same at the notice board at prominent place in their offices and zonal offices before the start of 2nd drive of admissions.
2. All DDEs may obtain the details of vacant seats of about 1000 Private Unaided recognized Schools available on Directorate's website www.edudel.nic.in at the link School Plant→ Report→ Updated Status of Enrolment of Open, EWS/DG, Free Ship Quota Seats 2015-16.
3. All DDEs shall ensure that the remaining private unaided recognized schools, which have not still uploaded details of vacant seats, must upload the correct details of vacant seats/filled seats under Open(General)/EWS/DG/Free ship quota on this Directorate's on line module before the start of 2nd round of admission process for filling of vacant seats under EWS/DG category students.
4. General Public may also view the details of vacant seats of EWS/DG category in Private Unaided Schools of Delhi in the scroll list of this Directorate's website www.edudel.nic.in under Head – **"Updated Status of Enrolment of Open, EWS/DG, Free Ship Quota Seats."**
5. The process of the filling up of said vacant seats of EWS/DG category will start w.e.f. **18.05.2015 and continue upto 05.06.2015** for which eligible children/applicants belonging to EWS/DG category can apply during this period.
6. All Deputy Directors of Education shall ensure that Help Desk set up in the district office as per this office's Circular dated 02.01.2015 may function effectively to facilitate parents/guardians of EWS/DG category students regarding admissions in Private Unaided Recognized Schools of Delhi.
7. 'Help Desk' set up in district offices shall function effectively w.e.f. 18.05.2015 to 05.06.2015 between 10.00 am to 2.00 pm except on holidays.
8. 'Help Desks' shall make necessary arrangements to provide Common Registration Forms to the Parents/Guardians free of cost for admission under EWS/DG category. Parents/Guardians may also down load the Registration/application form from Departmental website.
9. "Help Desks' shall accept duly filled in Registration Forms from the Parents/Guardians with the relevant documents for the vacant seats of the schools falling in their respective jurisdiction during the said period. A proper acknowledgment as per **Annexure 'A'** may be given to the applicants.
10. After the last date of receipt of application form, all DDEs shall segregate all the applications/registration forms school-wise and forward the same to the respective schools by 10-06-2015 as per the preference of the parents under **proper acknowledgement** from the school.
11. All the schools shall make proper scrutiny of the applications received from Zonal/district offices as per norms prescribed vide Notification No. 15(172)/DE/Act/69 dated 07-01-2011 and recent circular dated 26.12.2014 & any other orders issued in this regard. Thereafter, schools will segregate the applications as per the neighbourhood criterion devised by the Hon'ble Delhi High Court and

Adinarain
15/5/15

circulated vide circular No.15(110)/DE/Act/2011/7563-74 dated 13-02-2012 to select the children following due process.

12. The admissions shall be made by all the schools against vacant seats strictly in accordance with the guidelines issued by this Directorate vide notification dated 07-01-2011, or subsequent orders/directions issued from time to time strictly and as per the provisions of the Right to Education Act, 2009. Some of the important instructions are reiterated as under:-
 1. In case the number of applications for admission against the free seats at the entry level classes exceeds the number of vacant seats available, admission shall be made by draw of lots in the presence of parents of the applicants and of a nominee of the department.
 2. The school shall request the DDE concerned for the name of nominee of the department. The DDE shall nominate an officer not below the rank of Vice Principal, who will work as Observer during the admission process. The entire proceedings of draw of lots shall be video graphed and CD/DVD shall be submitted to Dy. Director of Education.
13. The 'nominated admission Observer' of the school shall also monitor the process of admissions for these vacant seats as per the guidelines of Notification dated 07-01-2011 issued by Dte. of Education. It is the duty of the HOS concerned of a private school to inform the 'Observer' in writing to supervise the aforesaid admission process.
14. The process of draw of lots, if needed, shall be completed by 18-06-2015 by the schools and the list of selected applicants for vacant seats shall be displayed on school notice board and schools website. It shall be given to concerned Deputy Director of Education on the same day. The admission process for these vacant seats shall be completed by 25-06-2015 and the details of admitted children in the school under EWS/DG category against the vacant seats shall be forwarded by the schools to DDEs concerned on next working day.
15. After completion of 2nd round of admission against the vacant seats of EWS/DG category students, all DDEs shall forward zone-wise consolidated report (**in the proforma enclosed**) of the schools regarding number of vacant seats and filled seats of EWS/DG category students during the 1st and 2nd round of admissions by 30.06.2015 to Act-I Branch.
16. The 2nd round of admissions against vacant EWS/DG seats will only be available for entry level classes (Pre-school/Pre-Primary/Class-I) and number of seats of this category will be fixed in accordance with the provisions of RTE Act, 2009. (i.e. 25% of total seats)
17. The schools recognized by the NDMC/MCD/Delhi Cantonment Board shall contact their respective competent authorities for filling up of vacant seats under aforesaid category.
18. Addresses & contact details of all District and Zonal offices of Dte. of Education, GNCT of Delhi, are as under where 'Help Desks' would be available.

S.N	District	Zone No.	Zonal Address	Contact Number
1	East	1	Govt. Co-Ed Sr. Sec. School, D-Block Anand Vihar, Delhi-110092	22145664
2	East	2	SBV No.2 Madhuban Chowk Shakar Pur Delhi.	22460579
3	East	3	SBV Rani Garden Block-12, Geeta Colony	22451250
4	North East	4	RPVV B Block, Yamuna Vihar	22910917
5	North East	5	SBV Gandhi Nagar GT Road Shahdara	22323668

Handwritten signature and date: 19/7/15

6	North East	6	SBV, C-Block Dilshad Garden	22129364
7	North	7	SV Lancer Road Delhi-110054	23813779
8	North	8	Sarvodaya Co-Ed SS School, Partap Nagar, Delhi	23692809
9	North West-A	9	BL-Block, Shalimar Bagh, Delhi-110088	27497987
10	North West-A	10	BL-Block, Shalimar Bagh, Delhi-110088	27497988
11	North West-B	11	FU-Block, Pitam Pura, Delhi-110088	27348918
12	North West-B	12	SKV Q-Block, Mangol Puri, Delhi	27921878
13	North West-B	13	SCSD Sarvodaya Vidyalaya Sector-IX Rohini, Delhi	27561646
14	West-A	14	Govt. Co-Ed SS Karam Pura New Moti Nagar, Delhi-110015	25912495
15	West-A	15	Govt. Co-Ed SS Karam Pura New Moti Nagar, Delhi-110015	25441035
16	West-A	16	Govt. Co-Ed SS Karam Pura New Moti Nagar, Delhi-110015	25101787
17	West-B	17	GBSSS No.1 G-Block, Vikas Puri New Delhi-110018	28544431
18	West-B	18	GBSSS No.1 G-Block, Vikas Puri New Delhi-110018	28546090
19	South West-A	19	C-4 Vasant Vihar, Behind Tagore International School, New Delhi-110057	26152287
20	South West-A	20	C-4 Vasant Vihar, Behind Tagore International School, New Delhi-110057	26152160
21	South West-B	21	GBSSS No.1, Najaf Garh, New Delhi-110043	25321252
22	South West-B	22	GBSSS No.1, Najaf Garh, New Delhi-110043	25324890
23	South	23	SKV, C-Block, Defence Colony New Delhi-110024	24336378
24	South	24	SKV, C-Block, Defence Colony New Delhi-110024	24336121
25	South East	25	SKV, C-Block, Defence Colony New Delhi-110024	24336622
26	Central & New Delhi	26	Plot No. 5, Old Bhartiya Mahila College Building Jhandewalan, New Delhi-110055	23558698
27	Central & New Delhi	27	Zeenat Mahal School Building , Kamla Market Pahar Ganj	23217157

Delhi / *12/12/15*

28	Central & New Delhi	28	Plot No. 5, Old Bhartiya Mahila College Building Jhandewalan, New Delhi-110055	23615321
29	South East	29	SKV, C-Block, Defence Colony New Delhi-110024	24336622

All the concerned are hereby directed to follow the instructions/guidelines of this order in letter and spirit and to make sincere efforts to admit eligible children under EWS and DG category against vacant seats in Private Unaided Recognized Schools.

This issues with the prior approval of the Competent Authority.

Ashima Jain
15/5/15

(**DR. ASHIMA JAIN**), IAS
ADDL. DIRECTOR OF EDUCATION (ACT-I)

Management of all Unaided Recognized Private Schools through District DDEs.

F.DE/15/Act/08/155/2014/916-928

Dated: 15/05/2015

Copy to the:-

1. Pr. Secretary to Lieutenant Governor, GNCT of Delhi.
2. Pr. Secretary to Chief Minister, GNCT of Delhi.
3. Secretary to Minister of Education, GNCT of Delhi.
4. OSD to Chief Secretary, GNCT of Delhi.
5. P.S. to Pr. Secretary (Education), GNCT of Delhi.
6. P.S. to Director (Education), GNCT of Delhi.
7. Director (Education), North/South/East Municipal Corporations of Delhi.
8. Director (Education), New Delhi Municipal Council.
9. Chief Executive Officer, Delhi Cantonment Board.
10. All Addl. Directors/RDEs/JDEs/DDEs/ADEs, Dte. of Education, GNCT of Delhi.
11. All Branch In-charges, Directorate of Education, Govt. of Delhi.
12. OS (IT) with the request to upload it on the Departmental Website.
13. Guard file.

P. Lata Tara
15/5/15

(**P. LATA TARA**)
DEPUTY DIRECTOR OF EDUCATION (ACT-I)

Annexure- "A"

Name of District :

Name of the Zone :

Registration NO.

Economically Weaker Section

Disadvantaged Group

Application of _____ (Name of Child),
S/o/D/o _____ received on _____ (date) for admission
under Economically Weaker Section and Disadvantaged Group category in
_____ (name of School) for the class Pre-Sch./Pre-Pri./Class
Ist for session 2015-16.

Signature of Incharge
of Help Desk

ADMISSION UNDERTAKING

I, _____, son/daughter of _____, Principal/Manager of _____ (Name of the School with address) do hereby state that the details of number of seats filled/vacant at Pre-School/Pre-Primary/Class-I in r/o EWS and DG category for the academic session 2015-2016 are as under:-

Zone	Total No. of fresh* students admitted in 2015-16			Total No. of seats reserved for EWS/DG category against fresh* admissions in 2015-16 (25% of the fresh admissions)			Total No. of seats filled under EWS/DG quota in the first round against fresh* admission			Total No. of seats filled under EWS/DG quota in the 2 nd round against fresh* admission			No. of seats still vacant under EWS/DG category students after 1 st & 2 nd round of admissions against fresh* admissions.		
	Pre-Sch	Pre-Pri	Cl-I	Pre-Sch	Pre-Pri	Cl-I	Pre-Sch	Pre-Pri	Cl-I	Pre-Sch	Pre-Pri	Cl-I	Pre-Sch	Pre-Pri	Cl-I
Name of the school															

I, _____, son/daughter of _____, Principal/Manager of _____ (Name of the School with address) do hereby declare that the aforesaid information is verified from the school records and correct in all respect. I shall be responsible for the any incorrect information provided to the department in this regard.

PRINCIPAL/MANAGER

Note :

1. Those schools which are imparting pre-school education shall provide for 25% admission to children belonging to EWS and Disadvantaged Group category at pre-school level.
2. Those schools which do not have pre-school education and are admitting children in class Ist will provide 25% reservation to children belonging to EWS and DG category at that level.
3. Those schools which have pre-school class but are also giving **fresh*** admissions in pre-primary and class Ist, will have to conform 25% reservation at all levels wherever fresh admissions are made.

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

68

NO.DE.15/Act-I/Admission/2014/ 28130-28139

Dated:- 02/01/2015

CIRCULAR

Sub: **Regarding facilitating admissions of EWS/DG category children in Private Unaided Recognized Schools of Delhi.**

In continuation of this Directorate's circular No.DE.15/Act-I/08/155/2013/28057-67 dated 30.12.2014, the following additional directions, in accordance with Clause 7 of this Directorate's notification dated 07.01.2011, are issued for strict compliance so as to further streamline the admission process of EWS/DG Category children for the academic session 2015-16 and to facilitate the speedy redressal of grievances of the parents/guardians.

1. District Admission Monitoring Committee must be made effectively functional. The grievances of the parents/guardians of the EWS/DG category children must be addressed on priority and immediate appropriate action must be taken so as to ensure speedy redressal.
2. The District Admission Monitoring Committee shall maintain the Register/database of grievances. The information shall also be made available on the website of the Directorate of Education.
3. The District Admission Monitoring Committee shall establish a **Help-Desk** (during office hours, manned by two well-conversant officials of the District/Zone) to facilitate parents/guardians regarding admissions under EWS/DG category. The help desk shall be functional till the admission process is closed.

All the DDEs are, therefore, directed to ensure the proper functioning of District Admission Monitoring Committee and establishment of Help-Desk of their district for speedy redressal of grievances of the parents/guardians related to admissions of EWS/DG category children during academic session 2015-16.

All the DDEs are further advised to be sensitive and sympathetic towards the grievances related to admissions of EWS/DG category children. They must personally ensure that Parents/Guardians are not subjected to any hardship in this regard and their grievances are redressed in a time bound manner.

Ashima Jain
2/1/2015
(DR. ASHIMA JAIN), IAS
ADDL. DIRECTOR OF EDN.(ACT- I)

NO.DE.15/Act-I/Admission/2014/28130-28139

Dated:- 02/01/2015

Copy to the:-

1. Pr. Secretary to Hon'ble Lieutenant Governor, GNCT of Delhi.
2. OSD to Chief Secretary, GNCT of Delhi.
3. P.S. to Pr. Secretary (Education), Dte. of Education, GNCT of Delhi.
4. P.S. to Director (Education), Dte. of Education, GNCT of Delhi.
5. Director (Education), North/South/East Delhi Municipal Corporations.
6. Director (Education), New Delhi Municipal Council.
7. Chief Executives Officer, Delhi Cantonment Board.
8. All Addl. Directors/RDEs/JDEs/DDEs/ADEs, Directorate of Education, GNCT of Delhi.
9. All Branch in-charges, Directorate of Education, GNCT of Delhi.
10. OS(IT) with the request to place it on the website of Directorate of Education.
11. Guard file.

(67)

P. Lata Tara
2-01-15

(P. LATA TARA)
ASSTT. DIRECTOR OF EDN. (ACT - I)

725/c

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

NO.F.DE.15/Act-I/08/155/2013/ 28012-28022

Dated:- 26-12-2014

CIRCULAR

Subject:- **Guidelines for admissions of EWS/DG Category to Entry Level Classes (below six years of age) in Private Un-aided Recognized Schools of Delhi for the session 2015-2016:-**

1. In order to conduct the admission process smoothly at the Entry Level Classes (below six years of age) in Private Unaided Recognized Schools of Delhi, the following instructions are issued for conducting admissions of EWS/DG Category students to entry level classes (below six years of age) for academic session 2015-16.
2. (a) At least 25% seats shall be filled with the children belonging to EWS/DG category as defined in the provisions of RTE Act, 2009 in the manner as prescribed in this Directorate's Notification dated 07-01-2011 and any other order issued in this regard from time to time.
(b) Admissions of the children belonging to Economically Weaker Section & Disadvantaged Group Category shall be made by the private unaided recognized schools on the following neighborhood criteria.
 - (i) Admission shall first be offered to eligible students belonging to EWS and Disadvantaged Group residing within 1 KM of the specific school.
 - (ii) In case the vacancies remain unfilled, students residing within 3 KM of the school shall be admitted.
 - (iii) If there are still vacancies, then the admission shall be offered to other students residing within 6 KM of the institution.
 - (iv) Students residing beyond 6 KM shall be admitted only in case vacancies remain unfilled even after considering all the students within 6 KM area.

7241C

(Copy of the circular No.15 (110)/DE/Act/2011/7563-74 dated 13/02/2012 issued in this regard in pursuance to Hon'ble High Court's Order dated 31/01/2012 in wpc 636/2012 & 40/2012 enclosed as Annexure-I)

****However, Schools shall accept forms from all applicants under EWS & Disadvantaged group irrespective of distance of residence from school, and then segregate them slab-wise as mentioned above for draw of lots.**

(c) 25% admissions to children belonging to Economically Weaker Section & Disadvantaged Group category at entry level classes i.e. pre-school, pre-primary and Class- I, wherever fresh admissions are made, shall be granted by the private unaided recognized schools of Delhi. **They shall ensure the admissions of 25% children belonging to EWS/DG Category at all entry level classes on the existing strength of students in respect of entry level classes at any given point of time.** (Copy of the circular No.2393-2004 dated 04/06/2012 issued in pursuance of Delhi High Court's Order dated 24-05-2012 in WPC 8434/2011 enclosed as Annexure-II)

(d) Any person residing in Delhi, having the residence proof of Delhi and requisite Income Certificate issued by the Competent Authority of Delhi is eligible for applying in Private Unaided Recognized Schools for admission of their ward under Economically Weaker Section Category. The condition of minimum residency period of 03 years in Delhi for applying to admission under Economically Weaker Section & Disadvantaged Group Category has been waived off. (Copy of Circular NO.DE-15/Sct-I/WPC No.3168/13/2013/11734-11738 dated 14/11/2013 issued in pursuance of Hon'ble High Court of Delhi Order dated 07/10/2013 in WPC No.3168/2013 enclosed as Annexure-III).

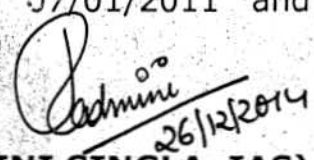
(e) Schedule Caste, Schedule Tribes, the Other Backward Classes not falling in the Creamy layer, Child With Special Needs and suffering from the Disabilities as defined in the Persons With Disabilities Act, 1996, Orphans and Transgender shall be considered as Disadvantaged Group Category as defined in Section 2 (d) of the RTE Act-2009. **(Income Certificate is not required to claim the benefit of DG Category)** (Copy of notification and instructions in r/o 'Orphan' & and notification in r/o Transgender are enclosed as Annexure-IV & V)

(f) The Directorate of Education has devised a Common Registration Form for admission under EWS & Disadvantaged 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. **Copy of the same is enclosed as Annexure-VI.** All the schools are directed to **use the said format only** by downloading the said form or using a printed version of the application form. Parents may get the Common Registration Form from the schools or may download the same from the above mentioned website. **Every school shall ensure that the Registration forms in the prescribed proforma are made available free of cost to all applicants under EWS & Disadvantaged Group Category without any barrier/hindrance.**

(g) **Observers for draw of lots of EWS & Disadvantaged Group Category:-**The Directorate of Education will provide observers for draw of lots of EWS & Disadvantaged Group category only like previous years. The instructions issued in this regard vide Circular No. F.DE./15/Act-I/2013/6621-28 dated 22-01-2013 shall be followed strictly. *(Copy of the circular enclosed as Annexure-VII)*

3. After completion of admission process, each school shall send information/details regarding the number of filled and vacant seats under EWS & DG category at Entry Level Classes to the Chairman of the District Admission Monitoring Committee/Deputy Director of Education of district concerned. Simultaneously, the details shall also be provided on the on line module available on this Directorate's website: www.edudel.nic.in. All DDEs of the districts shall compile the said data (Number of filled and vacant seats of EWS/DG Category) zone-wise and forward the same to Act-I Branch for taking further necessary action.

4. The admission to such vacant seats of EWS/DG Category is an ongoing process which may continue throughout the academic year and the District Admission Monitoring Committee has been empowered to fill such vacancies and can take steps as per the directions contained in sub-clause (d) of this Directorate's notification No.15 (172)/DE/Act/2010/69 dated 07/01/2011 and Rule 13 of Delhi Right to Education Rules, 2011.


(PADMINI SINGLA, IAS)
DIRECTOR (EDUCATION)

**Management of all unaided recognized Schools
through District DDEs.**

NO.F.DE.15/Act-I/08/155/2013/28012 - 28022

Dated:- 26-12-2014

Copy to:-

1. Pr. Secretary to Lt. Governor, GNCT of Delhi.
2. OSD to Chief Secretary, GNCT of Delhi.
3. Pr. Secretary (Education), GNCT of Delhi.
4. Director (Education), SMCD, MMCD & EMCD.
5. Director (Education), New Delhi Municipal Council.
6. Chief Executive Officer, Delhi Cantonment Board.
7. All Special/Addl. Directors/RDEs/JDEs/DDEs/ADEs, Dte. of Education, GNCT of Delhi.
8. All Branch In-Charges, Directorate of Education, GNCT of Delhi.
9. OS (IT) with the request to upload it on the Departmental Website.
10. Guard file.

Ashima Jain
26/12/2014

**(DR. ASHIMA JAIN, IAS)
ADDITIONAL DIRECTOR OF EDUCATION
(ACT-I)**