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GOVERNMENT OF N.C.T. OF DELHI
DIRECTORATE OF EDUCATION (ACT-I BRANCH)
OLD SECRETARIATE, DELHI - 110 054

No. DE-15/Act-I/2014/26424-26427

Dated: 19/9/14

ORDER

Hon'ble High Court vide order dated 03.04.2014 in WPC-1225/2014 titled Pramod Arora Vs LG of Delhi has directed as under:-

"Accordingly, given the circumstances, and in view of the legal obligation under Section 26, PWD read with Section 3, RTE, what is essential is to match the demand for schools for CWSN with supply of seats in educational institutions (Public & Private). In order to ensure that these legal right are not frustrated, the Court proposes an admission and reporting mechanism for the admission of CWSN in primary and Ist grade i.e. entry level classes.

The above mechanism shall be single window clearance centre through which all CWSN application shall be routed. The Court accordingly directed the GNCT through the Principal Secretary, Directorate of Education, to:-

- (a) *Create a list of all public and private educational institutions catering to CWSN. This list shall be created zone wise. It shall include full details as to the nature of disability the institutions are able to cater to, the facilities available, whether residential or day-boarding, and the contact details for the concerned authority in that institution in case of any clarifications.*
- (b) *Create a Nodal Agency, under the authority of the Department of Education (DoE) GNCT, for the processing of all applications pertaining to admission of CWSN. This Nodal Agency shall structure a single form to be utilized by parents and guardians of CWSN for admissions into public and private institutions, including all relevant details required for the purposes of admission. Such forms shall be submitted to the Nodal Agency, which shall prescribe regulations for such process, and be forwarded to the concerned institutions. Any amendments or clarifications or modifications to the application, if the need arises, shall be made through the Nodal Agency. The ultimate decision, once made by the concerned institution, shall be conveyed to the parents/guardians through the Nodal Agency.*
- (c) *The Nodal Agency shall keep a record (including a digital record) of all applicants and institutions, and collate statistics at the end of every admissions cycle. This shall include figures as to the number of applicants, the nature of their disability, place of residence (zone-wise); and as to the number of institutions, their location (zone-wise), the nature of disabilities they cater to and the number of available seats. Statistics as to the number of CWSN who have dropped out of school during the academic session shall also be collated, in coordination with the schools, at the end of every academic session. This list shall be duly forwarded to the Directorate of Education, which shall endeavour to investigate the reasons for the withdrawal of the child, and assist in re-admission in the next admissions cycle, keeping in view the specific needs of the child.*

- (d) *The Nodal Agency shall also prescribe a uniform mechanism and guidelines for the certification of CWSN by authorized persons.*
- (e) *All applications for admission of CWSN to institution, if such admission is regulated by Section 12, RTE Act (Government owned, aided, or unaided private schools), shall be conducted through the Nodal Agency. Each such institution may nominate a liaison officer to the Nodal Agency, to ensure smooth functioning of the admissions process.*
- (f) *If, at any point during the admissions cycle, any CWSN is unable to be placed in a school catering to his or her special needs, the matter shall be forthwith intimated to the Chief Commissioner of Persons with Disabilities, and the Principal Secretary, Directorate of Education, in order to ensure that the mandate under Section 26 to place the child is fulfilled.*
- (g) *All details mandated to be collated in this order shall be made publicly available on main page of the website of the Directorate of Education, and other public locations, for the maximum dissemination.*
- (h) *The Nodal Agency shall also provide – by itself or through other agencies – appropriate counseling facilities for parents and guardians, if requested by them. The facility of such counseling shall be made known to all parents/guardians approaching the Nodal Agency. Likewise, the Nodal Agency shall put in place a complaints mechanism and a mobile helpline to provide assistance.”*

In pursuant of the direction of the Hon'ble High Court, following directions/guidelines are issued for strict compliance for all the concerned.

1. A Nodal Agency under the Chairpersonship of Addl. Director of Education (Act-I) is set up for the processing of all applications pertaining to admission of CWSN. DDE (IEDSS) will be the Nodal Officer of this Nodal Agency.
2. DDE (IEDSS) shall extend all necessary assistance to the Nodal Agency with regard to devise a mechanism for admissions of CWSN and in any other related matter of CWSN.
3. This Nodal Agency shall structure a single form to be utilized by parents and guardians of CWSN for admissions into public and private institutions, including all relevant details required for the purposes of admission.
4. The Nodal Agency shall receive all forms from CWSN. The Nodal agency shall prescribe regulations for such process, and forward to the forms to concerned institutions for admissions. Any amendments or clarifications or modifications to the application, if the need arises, shall be made through the Nodal Agency. The ultimate decision, once made by the concerned institution, shall be conveyed to the parents/guardians through the Nodal Agency.

5. The Nodal Agency shall keep a record (including a digital record) of all applicants and institutions, and collate statistics at the end of every admissions cycle. This shall include figures as to the number of applicants, the nature of their disability, place of residence (zone-wise); and as to the number of institutions, their location (zone-wise), the nature of disabilities they cater to and the number of available seats. Statistics as to the number of CWSN who have dropped out of school during the academic session shall also be collated, in coordination with the schools, at the end of every academic session. This list shall be duly forwarded to the Directorate of Education, which shall endeavour to investigate the reasons for the withdrawal of the child, and assist in re-admission in the next admissions cycle, keeping in view the specific needs of the child.
6. The Nodal Agency shall also prescribe a uniform mechanism and guidelines for the certification of CWSN by authorized persons.
7. If, at any point during the admissions cycle, any CWSN is unable to be placed in a school catering to his or her special needs, the matter shall be forthwith intimated to the Chief Commissioner of Persons with Disabilities, and the Principal Secretary, Directorate of Education, in order to ensure that the mandate under Section 26 to place the child is fulfilled.
8. All details mandated to be collated in this order shall be made publicly available on main page of the website of the Directorate of Education, and other public locations, for the maximum dissemination.
9. The Nodal Agency shall also provide - by itself or through other agencies - appropriate counseling facilities for parents and guardians, if requested by them. The facility of such counseling shall be made known to all parents/guardians approaching the Nodal Agency. Likewise, the Nodal Agency shall put in place a complaints mechanism to provide assistance.

This issues with approval of the Competent Authority.



(Dr Madhu Rani Teotia, I.A.S.)

ADDL. DIRECTOR OF EDUCATION (ACT 1)

To

1. DDE (IEDSS), Lajpat Nagar for compliance.
2. Management/HOS/Principals of All the private unaided recognized schools of Delhi to comply with the direction No. 1 above.

Copy for information to:-

1. P.S. to Pr. Secretary, Education
2. P.S. to Director of Education (Act-I)



(Dr Madhu Rani Teotia, I.A.S.)

ADDL. DIRECTOR OF EDUCATION (ACT 1)

ANNEXURE-I

**GOVERNMENT OF NCT OF DELHI
DIRECTORATE OF EDUCATION
IEDSS BRANCH, LAJPAT NAGAR**

**Paste one
passport size
photo here.**

(COMMON FORM FOR APPLYING TO ADMISSION IN ENTRY LEVEL
CLASS/ES BY SPECIALLY ABLED CHILDREN IN UNAIDED
RECOGNIZED PRIVATE SCHOOLS OF DELHI)

1. NAME OF THE CHILD:

(Paste a passport size photo of the child at the space provided &
attach another with this form)

2. DATE OF BIRTH: dd / mm / yyyy

3. Age:Years.....Months)

4. SEX: MALE / FEMALE

5. CLASS: nursery / KG / First

6. MOTHERS NAME: Mrs.

7. FATHERS NAME: Mr.

8. GUARDIAN'S NAME:

9. RESIDENTIAL ADDRESS:

10. Contact Numbers:

Father -

Mother -

Residence -

11. Family Doctor Details : (Optional)

Name -

Contact Number -

12. (a) Whether school transport needed - yes / no

(b) Whether the parents/guardians shall make their own arrangements of transportation to the school/back home - yes / no

13. (i) Case History, if any.

(ii) Whether recommended any assistive devices by the Medical Experts - yes / no

(iii) Whether undergoing any therapeutic treatment on date - yes / no

(iv) Whether recommended any attendant assistance by the attending physician - yes / no (In case of Hostel facility, Aayah Assistance)

14. Kind/Nature of Disability: Put (✓) in the appropriate box -

1. Blindness	2. Low Vision	3. Leprosy Cured	4. Hearing Impairment	5. Loco motor disability
6. Mental Retardation	7. Mental Illness	8. Cerebral Palsy	9. Autism	10. Multiple Disorder
11. Any Other disability, Please Mention briefly. →				

15. Name of Unaided Recognized Private Schools for preference for admission;

(Please check the list of the schools where facilities for different disabilities are available from the web-site of this department on link - WWW.edudel.nic.in →main page→Scroll List → Private Schools list catering to different disabilities with other details like day boarding /hostel, charges / fees etc.)

(A).

(B).

(C).

(D).

(E).

Certified that the details given above are true.

Signatures of the

Date:

Parent/Guardian of the child.