

**GOVT. OF NATIONAL CAPITAL TERRITORY OF DELHI**  
**DIRECTORATE OF EDUCATION**  
**(PRIVATE SCHOOL BRANCH)**  
**OLD SECTT: DELHI-54**

NO.DE.15 (172)/PSB/2016/ 12672 - 12683

Dated:- 09-01-2017

**CIRCULAR**

**Sub: Admission Schedule for Entry Level Classes for Open/General seats in Private Unaided recognized Schools of Delhi running on the land allotted by DDA/ Other Government Land Owning Agencies with the condition for ensuring admission in the neighbourhood/locality (Session 2017-2018)**

In continuation of this Directorate's Circular No. DE.15 (172)/PSB/2016/77 dated 19<sup>th</sup> December, 2016 and Notification dated 07/01/2017, the following instructions and admission schedule are issued for conducting admissions for the Open/General Seats (other than EWS/DG category seats) in respect of the **Private Unaided recognized Schools of Delhi running on the land allotted by DDA/ Other Government Land Owning Agencies with the condition for ensuring admission in the neighbourhood/locality** for the academic session 2017-18:-

**1. ADMISSION SCHEDULE**

S.No.	Particulars	Time Schedule
1	Commencement of admission process	10-01-2017 (Tuesday)
2	Commencement of availability of application form for admission	10-01-2017 (Tuesday)
3	Last date of submission of application form in schools	31-01-2017 (Tuesday)
4	Uploading details of children who apply for admission under open seats along with distance range and sibling status on website of DoE and their website/ notice board.	10-02-2017 (Friday)
5	Time available for Draw of Lots	11-02-2017 to 27-02-2017
6	The date for displaying the first list of selected candidates (including Waiting List) (along with distance range and sibling status).	28-02-2017 (Tuesday)
7	Resolution of queries of parents, if any (by written/email/ verbal interaction) regarding the first list	01-03-2017 to 04-03-2017
8	The date for displaying the second list of candidates (If any) (including Waiting List) (along with distance range and sibling status).	15-03-2017 (Wednesday)
9	Closure of admission process	31-03-2017 (Friday)

*Delhi/psb*  
9/1/2017

2. No deviation from the above schedule shall be permitted. Each School shall display this admission schedule on its notice board and web site. Further each school shall ensure that applications form for admissions are made available to all applicants till the last date of submission of applications i.e. 31-01-2017. Only Rs. 25/- (non-refundable) can be charged from the parents as admission registration fee. The purchase of prospectus of the school by the parents shall be optional.
3. All such Private Unaided Recognized Schools admitting children in pre-school, pre-primary and/or Class-I level, shall reserve 25% seats for EWS/DG category students (under the provisions of RTE Act, 2009) at Entry Level Classes, wherever fresh admissions are made as directed by the Hon'ble High Court of Delhi vide order dated 24-05-2012 in WP (C) No.8434/2011 and circulated vide this Directorate's Circular No.2393-2004 dated 04-06-2012.
4. Further all such schools shall comply with the notification dated 28-02-2012 which directs that the number of seats at the entry level/s shall not be less than the highest number of seats in the entry class during the years 2014-15, 2015-16 and 2016-2017. The details of all entry level classes (i.e. Nursery/KG/1<sup>st</sup>) along with the seats available for admission must be correctly declared on the portal of DoE.
5. All the schools shall also publicise the distance range and manner of admission as notified by this Directorate vide notification dated 07/01/2017 on their notice board/ website.
6. The school shall conduct draw of lots of the applications, as mandated by the notification dated 07/01/2017, in a transparent manner in presence of parents. All eligible parents of students in draw of lots will be informed well in advance by the school. The draw of lots will be conducted under videography and its footage to be maintained/retained by the school at least for a period of 3 months. The slips will be shown to the parents before putting in the box, being used for draw of lots.
7. All such Private Unaided Recognized Schools shall upload the details of children who apply for admission under Open Seats along with the distance range of the applicant and status of sibling on the module developed by the department.
8. All such Private Unaided Recognized Schools shall also upload the details of children admitted and waitlisted under Open Seats along with the distance range of the applicant and status of sibling.
9. **The modalities to upload the details as mentioned at para 7 & 8 above shall be communicated soon.**

*Ashwini Jain*  
9/11/2017

10. The various standing instructions/guidelines/orders in regard to various aspects of admission process issued by this Directorate from time to time and reiterated vide Circular No.F.DE/15/Act-1/2013/6464 dated 11-01-2013 are being reproduced herewith for strict compliance.

i. Regarding prohibition of demand of Capitation fee/Donation at the time of admission.

ii. "Capitation fee means any kind of donation or contribution or payment other than the fee notified by the school". As per the order of Hon'ble High Court in LPA 196/2004 in that matter of Rakesh Goyal Vs Montfort School and Section 13 (1) of RTE, Act, 2009, no school or person shall, while admitting a child, collect any Capitation fee/Donation from the parents. Any school or person who contravenes this provision and receives capitation fee, shall be punishable with fine which may extend to ten times the capitation fee charged.

iii. Regarding prospectus and charging processing fee.

Buying of prospectus of school along with application form is not mandatory for parents and schools can neither force parents to buy prospectus or charge any processing fee. Only Rs. 25/- (Non-refundable) can be charged as admission registration fee from parents.

iv. Regarding Age Limit.

For admission in the Pre-school/Nursery, Pre-primary/KG and Class-I, the Directorate of Education vide order No.F./DE/15/1031/ACT/2007/7002 dated 24-11-2007 defined the minimum age as three, four and five years respectively by 31<sup>st</sup> March of the year in which admission is being sought.

v. Regarding quantum of minimum seats at entry level.

Directorate of Education vide notification dated 28-02-2012 directed that the number of seats at entry level/s shall not be less than the highest number of seats in the entry class during the previous three years.

vi. Regarding documents valid as proof of address.

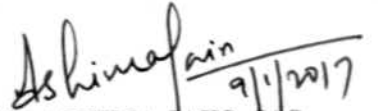
Some of indicative documents which can be considered as proof of residence of parents/child:

- i) Ration card issued in the name of parents (Mother/Father having name of child).
- ii) Domicile certificate of child or of his/her parents.
- iii) Voter I-Card (EPIC) of any of the parents.
- iv) Electricity bill/MTNL telephone bill/Water bill/Passport in the name of any of the parents or child.
- v) Aadhaar card/UID card issued in the name of any of the parents.

*Ashwini Jain*  
9/1/2017

11. All such Private Unaided Schools recognized under the provisions of DSEAR, 1973, shall not process the admission of EWS/DG category students manually. The department shall conduct computerized draw of lots for admission of EWS/DG Category Students in r/o these schools.

This issues with the prior approval of the Competent Authority

  
(DR. ASHIMA JAIN), IAS  
ADDL. DIRECTOR OF EDUCATION (PSB)

**Manager/HoS**

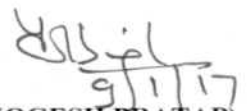
**All concerned Private Unaided Recognized Schools of Delhi.**

NO.DE.15 (172)/PSB/2016/ 12 672 - 12 683

Dated:- 09-01-2017

Copy to the:-

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

  
(YOGESH PRATAP)  
Dy. DIRECTOR OF EDUCATION (PSB)