



**GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI**

**DIRECTORATE OF EDUCATION: SCHOOL BRANCH**

**OLD SECRETARIAT: DELHI-110054**

No. DE.23 (648)/Nodal.Br./2018/152-157

Dated: 24.7.18

**CIRCULAR**

**Sub.: Guidelines regarding admissions of Children with special needs (CWSN) to Nursery (3+), KG, Class-I and Class -II in Schools of Excellence of Directorate of Education for the Academic Session 2018-19 .**

All the Heads of Schools of Excellence are directed to follow the following guidelines for admission of Children with special needs (CWSN) to Nursery (3+), KG, Class-I & Class -II for the Academic Session 2018-19:-

1. Schools of Excellence have 04 Classes of Nursery, KG, Class I and Class II having 02 seats reserved for children with special needs (CWSN) students in each class.

2. Children with special needs (CWSN) students will be admitted to these Classes based on neighborhood criteria as per RTE Act and through draw of lots. There will be no screening of the children and parents under any circumstances. The neighborhood criteria would be the same as used for EWS admissions ranging from 0-1 Km, 1-3 Km, 3-6 Km and beyond 6 Km.

3. The draw of lots will first be held for children residing from 0-1 km. However, if adequate children do not apply, draw will be held for children residing from 1-3 km. In case the seats still remain vacant, the draw will be held for children residing from 3-6 km and then from children residing beyond 6 km.

4. If the number of applications received for Nursery, KG, Class-I and Class-II is less than or equal to the required number of students to be admitted in each class, draw of lots will NOT be conducted and all eligible candidates shall be admitted.

5. For the academic session 2018-19, the issuance of application form will commence w.e.f 03.08.2018 (Friday) and the last date for submission of filled in application forms by the parents is 09.08.2018 (Thursday) during the 9:00am to 1:00pm.

6. Application forms along with Guidelines are available on Department's website. The same are to be downloaded by Heads of Schools and provided (free of cost) to parents who wish to apply for admission of their wards. **Application forms to be freely available with the guard at entrance of school, so that parents don't have to wait to obtain application form.**

7. An acknowledgement slip (Part-E of application form) is to be issued to the parents/guardians as a token of receipt of filled in application form.

*J. Davis*

8. The application forms of only those children will be considered for admission to Nursery Class who have completed 3-years of age as on 31-03-2018 (child must be born between 01-04-2014 and 31-03-2015), for admission to Class KG, those children who have completed 4-years of age as on 31-03-2018 (child must be born between 01-04-2013 to 31-03-2014) , for admission to Class I, those children who have completed 5-years of age as on 31-03-2018 (child must be born between 01-04-2012 and 31-03-2013) and for admission to Class II those children who have completed 6-years of age as on 31-03-2018 (child must be born between 01-04-2011 and 31-03-2012) Further, the age relaxation of up to 30 days may be granted at the level of Heads of Schools in the maximum as well as minimum age of 30-days for Classes Nursery & KG, Class-I & Class-II as per circular no. DE.23. (363)/Sch. Br./2016/1553 dated 19.09.2016.

Additional age relaxation is to be provided to specially abled children/children with special needs (CWSN), as per circular No.DE.40 (20)/EVG/IEDC/Circular/98/7109-8699 dated 6.01.2003.

9. The draw of lots shall be held in the presence of parents/guardians on 10.08.2018 (Friday) at 11:00 am in the respective schools of Excellence. The list of children selected and Waitlisted through draw of lots shall be displayed on school Notice Board on the same day i.e. on 10.08.2018 (Friday) at 2:00 pm and admission procedure will start from 13.08.2018 (Monday) to 17.08.2018 (Friday) from 9:00 am. to 1:00 pm. Admission of wait listed children will start from 18.08.2018 (Saturday) to 20.08.2018 (Monday) from 9:00 am. to 1:00 pm.

The following documents are required to be produced by the parent/guardian at the time of admission:-

**10. Details of Date of Birth (any one):**

- Original Date of Birth Certificate issued by MCD or any other local body.
- Anganwadi record.
- Hospital/Auxiliary Nurse and Midwife (ANM) register record.
- An Undertaking by the Parents regarding Date of Birth as per Part-B of the Application Form.
- School Leaving Certificate from last attended Recognised school.

**11. Anyone of the following documents as residence proof:-**

- Ration Card issued in the name of parents having name of the child.
- Domicile certificate of child or parents.
- Voter I card of any of the parents.
- Electricity bill/MTNL telephone bill/Water bill.
- Bank Passbook in the name of child or parents.
- Aadhar card of parents/child.
- Passport in the name of any of the parents/child.

*S. Jais*

12. One passport size photograph of the child.

13. Disability certificate issued by the Govt. Hospital.

**Note: Admission will not be denied to any specially abled children/children with special needs (CWSN), due to non-availability of essential documents at the time of submission in the School.**

**Provisional admission for 30 days will be allowed based on simple undertaking on plain paper by the parents/guardians. Head of Schools will provide details of such students to CRCs.**

**CRCs will help the students and parents in making these documents available to them, so that the provisional admission may be regularized within the stipulated time and the students may be able to take the advantage of Direct Benefit Transfer (DBT) of scholarships in their bank accounts.**

14. Information regarding number of seats available in Nursery, KG, Class-I and Class II shall be displayed on School Notice Board, outside school informing about No. of seats in the school in Nursery, KG, class I and Class II as per Format enclosed.

15. HOS must ensure that no seat of children with special needs (CWSN) in Schools of Excellence remains vacant. For this purpose, HOS to maintain waitlist of students with contact details throughout the year.

This issues with prior approval of the Competent Authority

*L. Jain*  
*24.7.18*  
Addl. DE (Schools)

Encl: As above.

No. DE.23 (648)/Nodal.Br./2018/ 152-157

Dated: 24.7.18

**All Heads of Schools of Excellence under Directorate of Education through DEL-E.**

Copy to:-

1. PS to Secretary (Education).
2. PS to Director (Education).
3. All RDEs/DDEs (District/Zone) to ensure compliance.
4. Programmer (MIS) for uploading on MIS.
5. Guard File.

*Ujwal P*  
*24-7-18*  
DDE (Nodal Branch)

Name of School:.....

School ID:.....

Phone:.....

**FORMAT FOR DISPLAY OF INFORMATION OF SEATS IN ENTRY LEVEL CLASSES**

ENTRY CLASS	TOTAL SEATS AT ENTRY LEVEL
NURSERY	02
KG	02
Ist	02
IIInd	02

प्रवेश आवेदन पत्र (समी सरकारी/मान्यता प्राप्त सरकारी विद्यालय)  
शिक्षा निदेशालय,  
राष्ट्रीय राजधानी क्षेत्र दिल्ली सरकार  
सत्र 20..... के लिए  
APPLICATION FORM FOR ADMISSION IN GOVT./GOVT. AIDED SCHOOL  
DIRECTORATE OF EDUCATION: GOVT. OF NCT OF DELHI.  
(FOR THE SESSION 20.....)

विद्यालय का नाम

NAME OF THE SCHOOL \_\_\_\_\_

(TO BE FILLED IN CAPITAL LETTERS)

PART A/भाग - क

PASTE HERE  
A PASSPORT  
SIZE PHOTO  
OF THE  
CHILD  
बच्चे का  
पासपोर्ट आकार  
का फोटो  
धिपकाए

1 छात्र / छात्रा का नाम

NAME OF THE STUDENT: \_\_\_\_\_

2 लिंग

पुरुष /महिला/उभयलिंग

GENDER: MALE/FEMALE/TRANSGENDER

3 जन्मतिथि: अंग्रेजी सन के अनुसार

DATE OF BIRTH: IN FIGURES (अंको में) \_\_\_\_\_

IN WORDS (शब्दों में) \_\_\_\_\_

4 कक्षा

CLASS: \_\_\_\_\_

5 आधार संख्या (वांछनीय),

AADHAR NO. (Desirable) \_\_\_\_\_

6 (i) बैंक का नाम

NAME OF BANK: \_\_\_\_\_

(ii) खाता संख्या (छात्र/संयुक्त खाता माता के साथ)

ACCOUNT NO IN THE NAME OF STUDENT/JOINT A/C WITH

MOTHER \_\_\_\_\_

(iii) बैंक का आई एफ एस कोड

IFS CODE OF BANK: \_\_\_\_\_

7 रक्त वर्ग

BLOOD GROUP: \_\_\_\_\_

8 माता का नाम

MOTHER'S NAME: \_\_\_\_\_

9 पिता का नाम

FATHER'S NAME: \_\_\_\_\_

10 अभिभावक का नाम

GUARDIAN'S NAME: \_\_\_\_\_

11 अनुसूचित जाति/अ ज जाति/अ पि व/सा.

SC/ST/OBC/GEN. \_\_\_\_\_

12 धर्म

RELIGION: \_\_\_\_\_

13 व्यवसाय पिता/माता

OCCUPATION OF FATHER: \_\_\_\_\_

MOTHER: \_\_\_\_\_

14 सभी स्रोतों से परिवार की वार्षिक आय

ANNUAL INCOME OF FAMILY (FROM ALL SOURCES): \_\_\_\_\_

15 घर का पता

RESIDENTIAL ADDRESS: \_\_\_\_\_

16 दूरभाष माता

पिता

TELEPHONE NO. MOTHER: \_\_\_\_\_

FATHER \_\_\_\_\_

17 जन्म प्रमाण पत्र का विवरण (निम्न लिखित में से कौन सा संलग्न है, कृपया ✓ लगाएँ)

DETAILS OF DATE OF BIRTH CERTIFICATE (PLEASE ✓ WHICH ONE OF THE FOLLOWING IS ATTACHED)

A) स्थानीय निकाय द्वारा जारी किया गया जन्म प्रमाण पत्र  
BIRTH CERTIFICATE ISSUED BY LOCAL BODY

B) अस्पताल/नर्स के रजिस्टर का रिकार्ड

HOSPITAL/AI XILIARY NURSE AND MIDWIFE (ANM) REGISTER RECORD

C) आंगनवाड़ी रिकार्ड

ANGANWADI RECORD

D) जन्मतिथि के संदर्भ में अभिभावक द्वारा घोषणा पत्र

DECLARATION OF THE AGE OF THE CHILD BY THE PARENT OR GUARDIAN

भाग - ख Part-B  
घोषणा पत्र /Undertaking

I, Shri./Smt. \_\_\_\_\_ Father/Mother/Guardian of  
\_\_\_\_\_ do hereby certify that the actual Date of Birth of  
my ward \_\_\_\_\_ is (in figures) \_\_\_\_\_ (in  
words) \_\_\_\_\_ to the best of my knowledge and I shall not apply for  
change of Date of Birth in future.

मैं श्री/श्रीमती \_\_\_\_\_ शपथ पूर्वक घोषणा करता हूँ कि मेरी जानकारी के  
अनुसार मेरी संतान की जन्मतिथि (अंकों में) \_\_\_\_\_ (शब्दों में) \_\_\_\_\_  
\_\_\_\_\_ हैं। मैं भविष्य में उसकी जन्मतिथि परिवर्तन के लिए कोई प्रार्थना नहीं दूँगा/दूँगी।

\*जिस माध्यम में पढ़ना चाहते हैं \_\_\_\_\_  
\*PREFERRED MEDIUM OF INSTRUCTION \_\_\_\_\_

\*नोट- माध्यम की चयनता विद्यालय में उपलब्धता के आघार पर विद्यालय प्रमुख द्वारा निर्णय ली जायेगी।  
\*Note- Subject to the availability in the school and discretion of the H.O.S.

दिनांक \_\_\_\_\_  
Dated \_\_\_\_\_

माता/पिता/अभिभावक  
Parents/Guardian's Signature

भाग - ग /Part-C

(विद्यार्थी का विद्यालय में प्रवेश के बाद विद्यालय द्वारा भरा जाएगा)

( To be filled in by the school after admission of the student)

- 1 प्रवेश संख्या  
Admission Number : \_\_\_\_\_
- 2 दाखिले की तारीख  
Date of Admission : \_\_\_\_\_
- 3 कक्षा  
Class : \_\_\_\_\_
- 4 भाग  
Section : \_\_\_\_\_

विद्यालय प्रमुख के हस्ताक्षर  
Signature of HOS

दाखिला इन्चार्ज के हस्ताक्षर  
Signature of Admission Officer

भाग - ड /Part-D

प्राप्ति रसीद/Acknowledgement Receipt

(दाखिला आवेदन पत्र प्राप्त करते समय विद्यालय द्वारा अभिभावक को जारी किया जाता है।)  
(To be issued by the School to the Parents at the time of receiving the application form)

Received the application form of ..... ward of  
Shri/Smt. .... for Admission to class .....  
His/Her application number is .....

कुमार / कुमारी..... संतान श्री/श्रीमती ..... का  
कक्षा ..... आवेदन पत्र प्राप्त हुआ।

Signature of the Teacher Incharge  
अध्यापक इन्चार्ज के हस्ताक्षर

NAME OF THE TEACHER अध्यापक का

NAME OF THE SCHOOL विद्यालय

SCHOOL ID विद्यालय आईडी

DATE दिनांक

STAMP OF THE SCHOOL विद्यालय





GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI  
DIRECTORATE OF EDUCATION: SCHOOL BRANCH  
OLD SECRETARIAT: DELHI-110054.

No. DE.23(363)/Sch.Br./2016/1553

Dated: 09.09.2016

CIRCULAR

Sub: **Age Criteria for Non-Plan Admissions in Govt. Schools.**

Section 4 of the Right of Children to Free and Compulsory Education Act 2009 states, "Where a child above six years of age has not been admitted to any school or though admitted could not complete his or her elementary education, then, he or she shall be admitted in a class appropriate to his or her age". The concept of age appropriateness prescribed by the law up to the completion of elementary education cannot be ignored in subsequent classes as it is required from peer learning and pedagogical point of view as well. Therefore, building upon the "age class" relation established under the RTE Act, the Directorate of Education has continued with the prescribed progression in natural progression for subsequent classes as well. Further, the Directorate also realizes that the stipulation of age cannot be in a straight jacket form. Hence, a relaxation of the stipulation of under and over age is also allowed.

In supersession to circulars No. DE.23(363)/Sch.Br./2014/452 dated 04.04.2014, DE.23(363)/Sch.Br./2016/683 dated 29.04.2016, DE.23(363)/Sch.Br./2016/1170 dated 13.07.2016 and DE.23(363)/Sch.Br./2016/1246 dated 01.08.2016 regarding Appropriate Class for Admission in Govt. Schools under Directorate of Education, all the Heads of Govt. Schools under Directorate of Education are hereby informed that the following criteria is to be followed for Non Plan Admission in Govt. Schools:

The age criteria for class KG to XII will be as mentioned below:

Class	Appropriate Age as on 31 <sup>st</sup> March of the year
KG	The age of child should be 4+ but less than 5 years
I	The age of child should be 5+ but less than 6 years
II	The age of child should be 6+ but less than 7 years
III	The age of child should be 7+ but less than 8 years
IV	The age of child should be 8+ but less than 9 years
V	The age of child should be 9+ but less than 10 years
VI	The age of child should be 10+ but less than 12 years
VII	The age of child should be 11+ but less than 13 years
VIII	The age of child should be 12+ but less than 14 years
IX	The age of child should be 13+ but less than 15 years
X	The age of child should be 14+ but less than 16 years
XI	The age of child should be 15+ but less than 17 years
XII	The age of child should be 16+ but less than 18 years

- In addition to the above Table, further age relaxation is being granted at the level of Heads of Schools in the maximum as well as minimum age for 1 month for class VI to XII level as on 31<sup>st</sup> March of the year
- Simultaneously, age relaxation is also being granted at the level of Heads of Schools in the maximum as well as minimum age for 6 months as on 31<sup>st</sup> March of the year for students seeking admission from class VI to X and XII in all the Govt. Schools under Directorate of Education.



- However, for class XI in addition to the above table, relaxation shall be granted in **maximum and minimum age for one year as on 31<sup>st</sup> March of the year to those students seeking admission in class XI in the Govt. Schools under Directorate of Education, who have passed class X from CBSE or equivalent Board and there is no gap year.**

**Illustration:**

A student who has completed 14 years of age on 31<sup>st</sup> March of the year and has passed Class X from CBSE or an equivalent Board may be granted admission in Class XI after allowing 1 year age relaxation in the minimum age criteria

A student who is above 17 years of age but has not completed 18 years of age on 1 April of the year and has passed Class X from CBSE or an equivalent Board may be granted admission in Class XI after allowing 1 year age relaxation in the maximum age criteria.

- The above age criteria is not applicable to Plan Admissions and the students of Government Schools.
- The child who is below 14 years of age and have an SIC of a class below in his age appropriate class may be enrolled in Special Training Centres (STC) and then brought to his age appropriate class. This provision is intended to mainstream all out of school children, including those who due to extreme learning deficiencies cannot be brought to age appropriate classes
- The Directorate of Education is going to introduce class IX in Patrachar in next academic session i.e. 2017-18 for students who do not meet the appropriate criteria. In case of a student who is at least 13 years old as on 31<sup>st</sup> March of the year when seeking admission, there will be no upper age bar and neither the School leaving certificate nor class VIII pass certificate is required for admission.
- Patrachar Vidyalaya is already functional for classes X to XII. The child who is at least 14 years of age as on 31<sup>st</sup> March of the year of seeking admission in Class X. There is no upper age bar and no requirement for school leaving certificate or class VIII pass certificate.

This issues with the prior approval of the Competent Authority

(DR. (MRS.) SUNIL SHIKHAR)  
DIRECTOR (SCHOOLS)

**All Heads of Govt./Govt. Aided Schools under Directorate of Education through DELHI**

No. DE.23 (363)/Sch.Br./2016/ 1553

Dated: 19/03/17

Copy to:-

1. PS to Secretary (Education)
2. PS to Director (Education)
3. All RDEs/ DDEs (District/Zone)/DEOs for information and necessary action
4. Commissioner NDMC (North Delhi)
5. Commissioner EDMC (East Delhi)
6. Commissioner SDMC (South Delhi)
7. Director Education NDMC
8. CEO DCB
9. OS (IT) to please paste it on the website
10. Guard File

(S. Saini)  
DIRECTOR (SCHOOLS)

GOVERNMENT OF NCT OF DELHI  
DIRECTORATE OF EDUCATION  
ADMINISTRATIVE CELL IEDC SCHEME,  
Plot No.3, Link Road, Karol Bagh, New Delhi-65

No. DF 49(20) EVG/ IEDC /Circular/98/7109-8699

Dated: 16.01.2006

In pursuance with the Persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation), Act 1995. All the Principal/Vice Principals/Heads of Govt. Aided/Recognized Schools in the National Capital Territory are hereby directed to note that the relaxation for admission for disabled children at entry stage will be 9 years instead of 5-6 years. The upper age limit will remain 18 years. Therefore, further directed to ensure that such children are limited admission in schools only because of their age.

Reproduced from  
Directorate of Education

No. DF 49(20) EVG/ IEDC /Circular/98/7109-8699

Dated: 16.01.2006

Joint Secretary(SE), M/o Human Resource Development,  
Education, Govt. of India, Shashi Bhawan, New Delhi  
Addl. Director of Education (Schools), Directorate of Edn., Old Sect., Delhi  
All the Regional Directors, Directorate of Edn., Old Sect., Delhi  
Deputy Directors of Education, Distt. East, North-East, North, North West-A, North West-B, West-A, West-B, South West-A, South West-B, South & Central/NCT of Delhi  
All the Heads of the schools under the Directorate of Edn., Delhi through the Regional Directors of Education concerned  
Dy. Director of Education (SE), Nodal Officer, IEDC Scheme, Plot No. 3, Link Road, Karol Bagh, New Delhi  
Co-ordinator Administrator Cell, IEDC Scheme, Plot No. 3, Link Road, Karol Bagh, New Delhi  
Special Education, Administrative Cell, IEDC Scheme, Plot No. 3, Link Road, Karol Bagh, New Delhi  
P.S. to Secretary Education, Old Sect., Delhi  
P.S. to D.O.E., Directorate of Edn., Old Sect., Delhi

(B.N. B.)  
By Director of Education  
Nodal Officer, IEDC Scheme

*Jan Baul*  
27/1/06