



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

No. DE.23 (363)/Sch.Br./2017-18/469

Dated: 27/03/17

CIRCULAR

Sub: Instructions for Heads of Schools regarding Non Plan Admission in Govt. Schools for Session 2017-18 to Classes VII & VIII.

All the Heads of Govt. Schools will ensure the following points:

- The enclosed proforma for displaying information regarding cluster Schools and catchment area should be filled and displayed in the school premises; outside Principal office, at Help Desk, entrance gate of school and other prominent places also.
- This filled proforma has to be displayed in such a manner that the complete information and process of admission becomes clear to admission seekers.
- This proforma must remain available with admission incharge at all times for ready reference.
- All the officials involved in admission process observe due politeness while dealing with the parents seeking admission of their ward.
- All the Heads of School shall provide admission forms to all the parents who approach them for Non Plan Admission.
- Head of the School of neighboring/catchment area will receive application form presented by the Parent/Guardian under proper receipt. A record of all applications received is to be maintained by each Head of School.
- The same is to be forwarded to cluster In-charge within two working days of the receipt of the application by the concerned Head of School.
- No Head of School shall refuse to provide the application form to the parents.
- The cluster in-charges may also receive the applications with relevant documents under proper receipt in case, the parents residing in their respective catchment areas approaches them for submission of the application.
- No Cluster In-charge shall refuse to accept the application form from the parents.
- Age criteria for admission will be applicable as per circular no. DE.23(363)/Sch.Br./2016/1553 dated 09.09.2016 irrespective of the fact whether he/she is a student of Govt./Govt. Aided/Private School (i.e. **the application forms of only those students will be considered for admission to Class VII, who have completed the age of 11 years but less than 13 years and to Class VIII, who have completed the age of 12 years but less than 14 years, as on 31-03-2017.**

*Further, the age relaxation is also being granted in the maximum as well as minimum age for 6 months for Class VII & VIII in all Govt. Schools of Directorate of Education).

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- Parent may submit any one of the following documents as proof of residence:
 - ✓ BPL Card/Ration Card issued in the name of parents having name of the child.
 - ✓ Domicile certificate of child or parents.
 - ✓ Voter ID card of any of the parents.
 - ✓ Electricity/MTNL telephone/Delhi Jal Board bill in the name of parents.
 - ✓ Bank Passbook in the name of child or parents.
 - ✓ Aadhaar Number of child/parents issued by GOI.
 - ✓ Passport in the name of any of the parents/child.
 - ✓ Driving licence of parents.

- As per RTE Act, neighbourhood criteria based admission shall be done and no preference for a particular school shall be entertained.
- No school is missed out of cluster list while filling cluster information for Non Plan Admission in the proforma by the concerned Head of School and Cluster In-charge.
- No residential block/catchment area of the cluster is missed out while filling catchment area for Non Plan Admission in the proforma.
- **If in case of any admission done under Non Plan it is found at a later stage that the child has been already enrolled anywhere else under Plan Admissions, his/her admission under Non Plan shall be cancelled by the Head of School and the student shall be sent back to the parent school under plan admission.**
- Each school will setup a "Help Desk" for Non Plan Admission with the help of SMC Members.
- The Head of School is not permitted to consider any Non Plan Admission directly as it has to be done through cluster in-charge only.
- The list of students granted admission will be displayed twice a month in all the schools of cluster from April to August, 2017 as per the following schedule:-

April:	15/04/2017,	29/04/2017,
May:	15/05/2017,	31/05/2017,
June:	15/06/2017,	30/06/2017,
July:	15/07/2017,	31/07/2017,
August:	11/08/2017.	

- Action on each application received for Non Plan Admission at Cluster level must be taken and the same must be reflected in the list displayed. In case, admission cannot be granted to any student, reason for the same must be reflected in the list displayed.

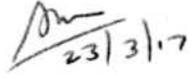
- Online grievance redressal module for parents/children has been placed on the website (www.edudel.nic.in).
- *As per RTE Act, admissions to out of school students will be done throughout the year at HOS level for Classes up to VIII in an age appropriate class.

All DDEs (District & Zone) will ensure that:

- No school is missed out of cluster list during cluster formation for Non Plan Admission.
- No residential block/catchment area of the cluster is missed out while attaching for Non Plan Admission.

This issues with prior approval of the competent authority.

Encl.: Proforma (in Hindi)


(DR. (Mrs.) SUNITA S. KAUSHIK)
ADDL.DE (Schools)

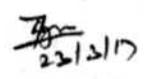
No. DE.23 ()/Sch.Br./2017-18/

Dated:

All Heads of Govt. Schools 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) for necessary action.
4. OS (IT) for uploading on MIS.
5. Guard File.


DDE(Schools)

कक्षा 7 वीं तथा 8 वीं के एडमिशन हेतु सूचना

स्कूल का नाम:

स्कूल आईडी:

1. यह स्कूल शिक्षा विभाग द्वारा निर्धारित क्लस्टर संख्या के अधीन आता है। इस क्लस्टर में निम्नलिखित विद्यालय शामिल हैं-

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2. इस स्कूल में निम्नलिखित कालोनियों-क्षेत्रों के निवासी नागरिकों के बच्चों को दाखिला दिया जा सकता है।

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3. अगर आप किसी प्राइवेट या अन्य राज्य के स्कूल में पढ़कर आये हैं, अथवा निवास स्थान बदलने के कारण स्कूल बदलना चाहते हैं, अथवा कभी स्कूल नहीं गए हैं तो आपकी उम्र के अनुसार क्लास में आपको दाखिला दिया जा सकेगा। जरूरी नहीं कि आपको आपके घर के पास वाले स्कूल में दाखिला मिले। इस क्लस्टर में शामिल उपरोक्त (बिन्दु संख्या 1 में बताए गए) में से किसी भी एक स्कूल में आपको दाखिला दिया जाएगा। इस क्लस्टर के किसी भी स्कूल में व्यवस्था न होने की स्थिति में आपको नजदीकी अन्य क्लस्टर के किसी स्कूल में भी दाखिला दिया जा सकता है।

4. आवेदनकर्ता के द्वारा यदि आवेदन में दी गई किसी भी प्रकार की घोषणा गलत पाई गई तो यह प्रवेश रद्द किया जा सकता है।

5. प्रत्येक स्कूल में SMC की मदद से एक सहायता बूथ चलाया जा रहा है, जहां प्रवेश के बारे में जानकारी व मदद प्राप्त की जा सकती है।

6. प्रवेश लिस्ट जारी करने की तिथियां निम्नवत होंगी-

15/04/2017 29/04/2017 15/05/2017 31/05/2017 15/06/2017 30/06/2017
11/08/2017

इसके के लिए आपको एक फॉर्म भरना होगा जो किसी भी सरकारी स्कूल से मिल जाएगा।

यह फॉर्म हमारी वेबसाइट www.edudel.nic.in पर भी उपलब्ध है।

यह फॉर्म भरकर आपको इस क्लस्टर के इंचार्ज के कार्यालय में, निम्नलिखित पते पर जमा कराना होगा।

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