



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

No. DE.23 (363)/Sch.Br./2017-18/ 500

Dated: 30/03/17

CIRCULAR

Sub: Guidelines for Heads of Schools regarding Plan Admission in Govt. Schools for Session 2016-17 to Classes VI & IX.

Under Plan admission, as per past practice the detail of students of classes V & VIII of feeder schools used to be submitted by the Head of feeder schools in the form of CD and the Heads of parent schools used to get it fed on MIS. In this process many hurdles like late submission of the CD, corrupt/damaged CD and feeding of data by Heads at their own pace etc occurred. Further, generally some parents used to submit the requisite documents of their wards as late as the month of August of the Academic Session which created undue hindrance in the smooth teaching learning process of the school.

For making admission process smooth & speedy and for the convenience of parents & Heads of parents schools, the data of the students of class V and class VIII of **Feeder Schools** has already been entered into DOE portal by feeder schools and will be shared directly from U-DISE data and the same will reflect at **Parent School** level from **1st April 2017** on MIS. Plan admissions are to be done up to **15.04.2017**. Thereafter the left out students will be considered under non-plan admission.

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

- The parents of the students of feeder schools should be motivated to submit the requisite documents before 15.04.2017 and confirm the admission of their ward.
- All the Heads of School shall provide admission forms to all the parents who approach them with requisite documents for Plan Admission.
- The admission details of the students whose documents are received to be entered in admission & withdrawal register giving proper admission number and recording the required entries in it.
- After getting the admission number the Student ID should be generated immediately on student module (MIS) and the same should also be recorded in admission withdrawal register.
- The link for Admission & Generation of Student ID is as under:

For admission: **Student Module → Plan Admission → Admission → Select feeder school → select student**

For Student ID: **Student Module → Existing Student → New Entry → from Feeder School**

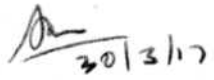
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- The report of the total plan admissions done manually and online in classes VI & IX is to be submitted to respective DDE(District) on daily basis as per following format:

Date	Total Manual Admissions		Total Student ID Generated	
	Class VI	Class IX	Class VI	Class IX

- The compiled District wise report of the plan admissions must reach to school branch every Monday & Thursday up to 5:00 pm through e-mail (schbranch@hotmail.com).
- Documents to be submitted at the time of confirmation of admission:
 - i. One passport size photograph of the child.
 - ii. School leaving certificate of previous school (MCD/ Recognized Middle School)
 - iii. Mark sheet of previous class pass (V for class VI and VIII for class IX).
 - iv. Anyone of the following documents as residence proof:
 - ✓ BPLCard/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 in the name of parents,
 - ✓ Bank Passbook in the name of child or parents.
 - ✓ Aadhaar Card of child/parents issued by GOI.
 - ✓ Passport in the name of any of the parents/child.
 - ✓ Driving licence of parents.
 - v. Certificate of Caste (in case of SC/ST/OBC).
 - vi. Certificate of disability (in case of Divyangs)
- All the officials involved in admission process observe due politeness while dealing with the parents seeking admission of their ward.
- No Head of School shall refuse to provide the application form to the parents.

This issues with prior approval of the competent authority.


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

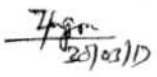
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All Heads of Govt. Schools under Directorate of Education through DEL-E.

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)