

**Government of National Capital Territory of Delhi**  
**Office of the Joint Director of Education, Directorate of Education**  
**IT-Branch, Old Patrachar Building, Lucknow Road, Timar Pur, Delhi-54**  
**Email: itbranchedu@gmail.com Phone: 011-23814151**

F. No. (29)DE/IT/MISC SSA/2021/ 392-406

Dated: 09/05/2022

**Circular**

**Subject: UDISE Plus DCF 2021-22 submission and declaration by Head of School and verification/ authentication by CRCCs/ DURCCs/ DDE Zone/District Online.**

All Head of Schools of all managements (DoE, DoE Aided, DoE Un-Aided, MCD, MCD Aided, MCD Un-Aided, DCB, NDMC, KVS, JNV, DSW and Jamia) are hereby directed to ensure that **UDISE Plus DCF 2021-22 should be completed and submitted online by 05:00 PM on 25-05-2022 after which online link for entry will be closed.**

All HoS are directed to check/ensure the data regarding UDISE Plus, school information, teachers and student enrolment. Accuracy of data must be maintained while filling online UDISE data on Edudel portal, (www.edudel.nic.in) at UDISE login page. The authenticity of data entered at the school level is of critical importance and Head of School shall be answerable.

Therefore, all DPOs/DDEs are directed that DDE Zones, DURCCs, CRCCs including himself/herself have checked/authenticated the correctness of the online UDISE plus data and online certificate of Head of Schools.

**The DDE Zones, DURCCs, and CRCCs have to submit the verification certificate online by 05:00 PM on 31-05-2022.**

Non compliance shall be viewed seriously as the data is to be sent to MHRD in a time bound manner.



**(K. MURUGAN)**  
**JOINT DIRECTOR (IT)**

**Copy for information to:-**

1. PS to Principal Secretary (Education), Old Sectt., Delhi-110054
2. PA to Director (Education), Directorate of Education, Old Sectt., Delhi-110054
3. PA to SPD, Samagra Shiksha, Delhi.

**Copy for information and necessary action to:-**

1. All DPOs/DDEs, Directorate of Education, Delhi/New Delhi.
2. The Director Education, EDMC, Education Department (HQ), 419-Udyog Sadan, New Patparganj, Industrial Area, New Delhi-110092
3. The Director Education, North DMC, Education Department: HQ, 15<sup>th</sup> Floor, Civic Centre, Minto Road, New Delhi-02
4. The Director Education, South DMC, Education Department: HQ, Civic Centre Minto Road, New Delhi-02
5. Assistant Commissioner, KVS, Industrial Area, Katwaria Sarai, Delhi-110016
6. Deputy Commissioner, JNV, B-15, Industrial Area, Block-B, Industrial Area, Sector-62 Noida, Uttar Pradesh – 201307.
7. C.E.O. DCB, Sadar Bazar, Delhi Cantt. Delhi-110010
8. Registrar (School Branch) Jamia Milia Islamia, Jamia Nagar, New Delhi-110025
9. The Director, Social Welfare Department, GNCT of Delhi, GNLS Complex, New Delhi-110001
10. The Director (Education), NDMC, Palika Kendra, Parliament Street, New Delhi-110102
11. All DURCCs of concerned District
12. O.S (IT) is requested to upload in the website

*(Handwritten signature and date)*  
9/15/22

**(K. MURUGAN)**  
**JOINT DIRECTOR (IT)**