

FINAL ORDER OF DATED 24.11.2007 AFTER INCORPATING ALL AMMENDMENTS EVEN SUSEQUENT TO HON'BLE SUPREME COURT ORDER DATED 14.12.07 LOOKS LIKE THIS

In exercise of the powers conferred by sub-section (1) of section 3 of the Delhi School Education Act, 1973 (18 of 1973) read with rule 43 of the Delhi School Education Rules, 1973, and on the recommendation of the Delhi School Education Advisory Board, the Lt. Governor of the National Capital Territory of Delhi, hereby makes the following Order in respect of admission procedure for pre-primary classes in the recognized schools imparting education in Delhi, namely: -

1. Short title and commencement. – (1) This Order may be called the Recognized Schools (Admission Procedure for Pre-primary Class) Order, 2007.

(2) It shall come into force with immediate effect.

2. Definitions. – In this Order, unless the context otherwise requires, -

(a) "Act" means the Delhi School Education Act, 1973 (18 of 1973);

(b) "Delhi" means National Capital Territory of Delhi,

(c) "Form" means the form appended to this Order.

(d) "Management" means the managing committee of a recognized school, imparting education in Delhi,

(e) "Rules" means the Delhi School Education Rules, 1973;

3. Within a period of three years from the date of coming into force of this Order, every school shall introduce a pre-primary class for the admission of children, who have completed the age of minimum four years as on the 31<sup>st</sup> March of the year in which admission is being sought.

Provided that no admission shall be made in standard one unless the child has completed the age of minimum five years as on the 31<sup>st</sup> March of the year in which admission is being sought.

4. With effect from the date of coming into force of this Order, all admissions in the pre-primary class shall be made in the manner provided in this Order.

5. Display of information relating to proposed admissions. – Each school shall display the following information by the 30th November of every year on its notice board, in its prospectus and website (where available), namely:-

- (a) Total number of seats available for admission in pre-primary class;
- (b) Total number of seats to be filled from the children of economically weaker sections of society, if the school has been allotted land on concessional rates by Government agency;
- (c) Date, place, mode of distribution and receipt of registration forms;
- (d) Infrastructural facilities available in the school;
- (e) Details of Faculty of the school;
- (f) Facilities available for children with special needs;
- (g) Fee structure;
- (h) Past performance of the school in different fields, such as,-
  - (i) Academics;
  - (ii) Sports;
  - (iii) Cultural activities;
- (i) list of supporting documents to be produced by the parent at the time of admission (This list will be as per the requirement of the school)

6. i) Every school shall use the Standardized Registration Form as per Form-I, ensuring that each form has a unique number.

ii) Photocopies of the supporting documents may be submitted with the Registration form. In no case original documents shall be asked for at the time of registration. Parent or guardian shall submit all original documents at the time of admission.

iii) The school shall scrutinize the registration forms to verify the details and other particulars filled up by parents or guardian.

7. The school shall not conduct any interview of, or interaction with the child for whom admission is being sought. There shall also be no observation of the child either in formal or informal conditions. Similarly, the school shall not conduct any interview of/with the parent(s)/guardian(s). However, the school can have informal interaction with the parent(s)/guardian(s) in advance.

8. There shall be no overall lottery system to select/short list a child for admission. Limited use of lottery may however be adopted in case there is a tie amongst applicants.

9. Schedule of dates for admission.- The school shall make the admission as per the following schedule, namely: -

(a) Distribution of registration forms for admission shall be done from 15<sup>th</sup> December to 31<sup>st</sup> December ;

(b) Filled up forms shall be accepted at the school till 7<sup>th</sup> January up to 16:00 hrs;

(c) After scrutiny of forms as per admission criteria adopted by it, the school shall display the following information, namely: -

(i) lists of selected children (First list) and waiting list (Second List) on 1st February;

(ii) Third list, if any on 28th of February;

(iii) Fourth list, if any on 15th of March.

(d) In such cases where the school likes to adopt their own schedule for admission, they should intimate the schedule adopted by the school to Director Education till 22.12.07 by 4.00 P.M. In case no intimation is received by the scheduled time, the school shall have to adopt the schedule given as per (a), (b) & (c) above.

10. The school shall, display all the above mentioned four lists on their web-site (where available) and notice board on the dates above with the following information:-

(i) Names and registration number of all the children whose standardized Registration Forms were received by the school;

(ii) Names and registration no. of children selected for admission;

(iii) Draw of lots and date, time and venue of the draw of lots in case of tie.

11. Fees from the parent(s) or guardian(s) of the selected children in the First List shall be accepted in the school till 16.00 hrs on 15th February. Similarly, fees from the parents or guardian of children selected from the Second list shall be accepted till 16:00 hrs. on 26th February. Fees from the parent(s) or guardian(s) of children selected from the Third and Fourth List will be accepted till 16:00 hrs. on 10th March and 25th March, respectively.

12. In case any fee is collected from the parent(s) or guardian(s) of a child whose admission is cancelled subsequently due to non-submission of original documents by the due date, or any information or document submitted at the time of registration being proved to be wrong or false, the entire fee except registration fee shall be refunded.

13. If any parent or guardian, after depositing the full fee for admission of a child, chooses to withdraw the child from the school within one month from the date of the admission, then the school may retain the Registration Charges, Admission Fee and the tuition fee for one month only, and shall refund all other amounts of fee or other charges.

14. The school shall develop and adopt criteria for admission which shall be clear, well defined, equitable, non-discriminatory and unambiguous. The school shall adopt those parameters which are in the best interests of children and are in line with its own philosophy, and these shall include the following:-

(i) Neighbourhood - It is in the interest of children that they are provided admission in a school nearest to their residence. The schools shall, therefore, give preference to children living in nearby areas. If the school is satisfied that a good and safe transport is available for a child, then, it may consider giving admission to such a child even if he/she lives at a place quite far off from the school. This is also important as distribution of schools is not uniform in the city.

(ii) Background of the Child - Children from all social and economic backgrounds shall be equally considered for admission. The school shall make a conscious effort to admit children with special needs or from vulnerable backgrounds.

(iii) Sibling - Generally, parent(s) or guardian(s) prefer that their children study in the same school. Therefore, the school may give preference to a child who has a sibling studying in that school.

(iv) Transfer Case: - Many parents or guardian are working in transferable jobs, in the government and other private sectors. The school may give preference to the child of such parent(s) or guardian(s).

(v) Single Parent i.e. divorced/widow/widower/unmarried:- The School may give preference to admit child of such single parent.

(vi) Management Quota – School may have a management quota which shall not exceed twenty percent of the total seats available for admission in the class.

Schools can also fix additional parameters but are required to stipulate a point system for each criteria/parameter

(vii) Minority-All minority schools can keep the minority status of the child seeking admission as a criterion.

15. The admission criterion adopted by the school shall be made by managing committee and be intimated to the Directorate of Education.

16. Every school shall make public the approved admission criteria adopted by it, on its website (where available), prospectus and Notice Board.

17. The school shall not change, alter or modify its approved admission criteria during the admission process in an academic session.

18. An Admission Committee under the chairpersonship of the Principal of the school shall be constituted with the following, as members:-

- (i) Two representatives from the parent(s) or guardian(s) in the Managing Committee/ PTA;
- (ii) Headmaster/Headmistress of the school/In charge of the primary section.

19. The functions of the Admission Committee shall be as follows: -

- (a) Overall monitoring of the admission process;
- (b) Conducting the draw of lots, if required, in a transparent manner in front of parents or guardian and all members of the Admission Committee;
- (c) Ensuring that the norms and criteria specified by the school for admission are objectively applied to determine the admission.
- (d) Ensuring that the time schedule and other stipulations in the admission procedure are fully adhered to;
- (e) Attending to the complaints, if any, in an impartial manner and taking remedial and corrective manners.

20. Special Provision for the session commencing April 2008:-

- i) In case the Management of any school finds that the school does not have any vacancy for pre- primary class for

academic session starting from April 2008, then, it shall notify the same on its website, prospectus and notice board, respectively and shall also inform the Deputy Director of the District concerned, in writing, by 15th December 2007.

- ii) All children who have been given admission for academic year 2007-08 in a class lower to pre-primary class shall move to the pre-primary class for the academic session starting from April 2008.

21. There shall be one year of pre-primary class in every school. A class of one year duration preceding this called pre-school may be set-up as a neighboring pre-school and the Education Department shall frame the guidelines in this regard, in consultation with experts. The schools which are already running pre-school class may continue to do so subject to the following conditions:

- (a) Every child admitted to pre-school shall be of minimum three years by 31st March of the year in which admission is being sought;
- (b) The schools shall frame their own guidelines for admission to pre-school class and the same criteria as for admission to the pre-primary level shall be adopted, until such time as the guidelines for pre-schools are framed;
- (c) Any such school which has a pre-school class from the session commencing in April 2008, shall move those students to the pre-primary class for the session commencing in April 2009. After that, the final norms to be notified for the pre-school class shall be followed.

Explanation: - For the purposes of this clause, the ages stipulated for entry into standard one, pre-primary class and pre school class are the minimum ages and there is no bar to children older than the ages specified in this clause being given admission to these classes.

22. Monitoring by Education Department:-Every school shall furnish a soft copy, and hard copy of the information in clause 5 of this Order, duly signed by the Principal, to the Deputy Director (Education) of the District concerned by 30<sup>th</sup> November, who shall ensure that this is placed on the web-site of the Education Department ([www.edudel.nic.in](http://www.edudel.nic.in)).

23. A copy of the adopted criteria as approved by Management Committee shall be submitted in the office of the concerned Deputy Director till 22.12.07 by 4.00 P.M.

24. Every school shall furnish detailed information regarding admissions made in the pre-primary class, on the Reporting Form in Form II and District Deputy Director of Education shall put the same on the website of Education Department for public viewing.

25. A Monitoring Cell shall be constituted in each district under the Chairmanship of the District Deputy Director, who shall look into complaints regarding admission and shall also conduct regular inspections to ensure that the process is hassle free, objective and transparent.

26. Any non-compliance of the above Order shall be viewed seriously and necessary action shall be taken as per the provisions of the Delhi School Education Act & Rules 1973.

By order and in the name of the Lt. Governor of the  
National Capital Territory of Delhi,

**(ANKITA MISHRA)IAS**  
**JOINT SECRETARY**  
**(EDUCATION)**

Management of all recognized schools

Copy to:

1. P.S. to Hon'ble L.G.
2. P.S. to Hon'ble M.O.E.
3. P.S. to Secretary (Education)
4. P.S. to Director of Education.
5. All Regional Directors of Education.
6. All Deputy Director of districts with a request to serve this order on Management of recognized schools of their respective districts.
7. Education Officers/Deputy Education Officers of respective zones.
8. Guard File.

**(M.S. RATHEE)**  
**ASSISTANT DIRECTOR OF EDUCATION (ACT)**

# FORM-I

## REGISTRATION FORM

(To be filled in Block Letters)

PHOTOGRAPH  
OF  
STUDENT

Form No. \_\_\_\_\_

Registration for Pre-primary/Pre-school  
(Strike-out which ever is not applicable)

1. Name of the Student \_\_\_\_\_

2. Date of Birth:

Date

Month

Year

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(In words) \_\_\_\_\_  
\_\_\_\_\_

3. Sex:

Male

Female

(Tick whichever is applicable)

4. Details of parents:

(a) Father's Name \_\_\_\_\_  
Profession \_\_\_\_\_

Is the job transferable? 

Yes	No
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 (Tick whichever is applicable)

Designation (if applicable) \_\_\_\_\_

Office Address : \_\_\_\_\_

Residential Address \_\_\_\_\_

Tel. No.[Residence] \_\_\_\_\_

Off..Tel No. \_\_\_\_\_

Mobile No. \_\_\_\_\_

(b) Mother's Name \_\_\_\_\_

Profession \_\_\_\_\_

Is the job transferable? 

Yes	No
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 (Tick whichever is applicable)



Designation (if applicable) \_\_\_\_\_

Office Address : \_\_\_\_\_

Residential Address \_\_\_\_\_

Tel. No.[Residence] \_\_\_\_\_

Off..Tel No. \_\_\_\_\_

Mobile No. \_\_\_\_\_

(c) Guardian's Name (if applicable) \_\_\_\_\_

Profession

Is the job transferable? 

Yes	No
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 (Tick whichever is applicable)

Designation (if applicable) \_\_\_\_\_

Office Address : \_\_\_\_\_

Residential Address \_\_\_\_\_

Tel. No.[Residence] \_\_\_\_\_

Off..Tel No. \_\_\_\_\_

Mobile No. \_\_\_\_\_

(d) Are you a single parent? 

Yes	No
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 (Tick whichever is applicable)

(e) Do you belong to minority community (only in case of Recognized Minority schools)

Yes	No
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 (Tick whichever is applicable)

If yes, please specify which one \_\_\_\_\_

5. (a) Is the School Transportation required? 

Yes	No
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 (Tick whichever is applicable)

(b) If no, are you in a position to provide safe transportation to the student to and from the school?

Yes	No
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(Tick whichever is applicable)

6. Does the child have some special needs? 

Yes	No
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(Tick whichever is applicable)

If Yes, give details

\_\_\_\_\_

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7. Is the admission being sought under the seats reserved for economically weaker section of society?

Yes	No
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(Tick whichever is applicable)

If yes, please give total annual income of both parents (in figures)

\_\_\_\_\_

(in

words)\_\_\_\_\_

—

8. (a) Is a sibling of the student studying in this school? Please reply only with reference to own sister or brother.

Yes	No
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(Tick whichever is applicable)

(b) If yes please give following details of the sibling :-

Name: \_\_\_\_\_

Class: \_\_\_\_\_

Section: \_\_\_\_\_

9. School Specific Parameters- like girl child, minority community (in case of recognized minority schools).

10. Photocopy of the following documents are to be enclosed:

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Please register my son/daughter/ward named above in your school I shall produce the requisite documents at the time of admission:

Signature

**Undertaking**

I \_\_\_\_\_ father/mother/guardian of  
\_\_\_\_\_ hereby declare the information given above by me is  
correct. Admission of my child may be cancelled if any information is found to be false.

Signature

**NOTE:**

1. Only photocopies of the documents are to be enclosed, originals will be checked at the time of admission.
2. Points 9 and 10 shall be as decided by the school.
3. No weightage will be given to education qualifications, professions and financial status of parents.