

- The following documents are required to be produced by the parent /guardian at the time of Admission:-
 1. One passport size photograph of the child.
 2. Proof of date of birth (any one of the following):
 - a. Original Date of Birth Certificate issued by MCD or any other local body or
 - b. SLC of a recognized school or
 - c. Anganwadi record or
 - d. Hospital/Auxiliary Nurse and Midwife (ANM) register record or
 - e. An Undertaking by the parents regarding Date of Birth as per part B of the Application Form.
 3. **Proof of residence of Delhi** (any one of the following documents):
 - a. BPL/ Ration card issued in the name of any of the parents having name of the child.
 - b. Domicile Certificate of the child/any of the parents.
 - c. Voter ID card of any of the parent.
 - d. Electricity/Water/MTNL bill in the name of any of the parents.
 - e. Bank /Post Office passbook in the name of the child / any of the parents.
 - f. Aadhaar card of the child /any of the parents.
 - g. Passport in the name of the child / any of the parents.
 - h. Driving license of any of the parents.

Admission will not be denied to any divyang child, destitute child, refugee/asylum seeker, homeless, migrant, orphan or child in Need of Care and Protection in any Govt. school due to non availability of essential documents at the time of submission of documents in the school.

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

CRCs and SMC Members will help the students 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.

- Before Student ID generation, Student should be asked if he/she has studied in Delhi Govt. or MCD School earlier, if yes generation of new ID must be avoided as in this case the HoS will face problem of Duplicate Student ID. Such student may be admitted online through 'Admission for our Old Students' / transfer module.
- HOS must make sure that no seat in Entry Classes remains vacant. For this purpose, HoS may maintain waitlist of students with contact details throughout the year.
- In case vacant seats are not available, the students / parents should be guided to take admission in nearest MCD School and their admission should be ensured in the nearest MCD School through the CRCs.

Note: If a student placed under Long Absence during previous session/sessions, approaches the school for re-admission he/she should not be denied admission, even if another student has been admitted against his/her seat. The Concerned DDE (Zone) will be Competent to allow admission of such students with the condition of over and above 40 students in Pre Primary / Primary Sections.

This issues with prior approval of the Competent Authority.



(Dr. Rita Sharma)
Addl.DE (School)

Encl: As above

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

No. DE.23 (363)/Sch.Br./2024/253

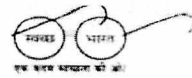
Dated: 09/04/24

Copy to:-

1. PA to Director (Education).
2. All RDEs/DDEs (District/Zone) to ensure compliance.
3. System Analyst for uploading on MIS.
4. Guard File.

Naresh
09.4.24

(Naresh Draveriya)
OSD(School)



**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: 19-09-2016

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 says, "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 age in natural progression for subsequent classes as well. Further, the Directorate also recognizes the fact that the stipulation of age cannot be in a straight jacket form. Hence, a relaxation of 6 months in terms 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 Age Criteria 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 st 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 classes KG to V level as on 31st March of the year.
- Simultaneously, age relaxation is also being granted at the level of Heads of Schools in maximum as well as minimum age for 6 months as on 31st March of the year to all 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 31st 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 31st 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 1st 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 existing students of Government Schools.
- The child who is below 14 years of age and have an SLC of a class lower than 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 admitted to age appropriate classes.
- The Directorate of Education is going to introduce class IX in Patrachar Vidyalaya from next academic session i.e. 2017-18 for students who do not meet the appropriate age criteria. In case of a student who is at least 13 years old as on 31st 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 should be at least 14 years of age as on 31st March of the year of seeking admission in Class X. Here again, there is no upper age bar and no requirement for school leaving certificate nor class VIII pass certificate.

This issues with the prior approval of the Competent Authority.


 19/9/16
(DR. (MRS.) SUNITA S KAUSHIK)
ADDL.D.E.(SCHOOLS)

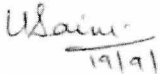
All Heads of Govt./Govt. Aided Schools under Directorate of Education through DEL-E

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

Dated: 19-09-2016

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.


 19/9/16
(Usha Saini)
DDE (SCHOOLS)

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
DIRECTORATE OF EDUCATION: INCLUSIVE EDUCATION BRANCH
LAJPAT NAGAR-IV, NEW DELHI-110024
Email: iebdoehq@gmail.com

No. F.265/DDE(IEDSS)/Admn.Cell/2017-18/458-470

Dated: 13/05/2022

ORDER

Directorate of Education (DoE) is committed to provide Inclusive Education and need based educational supports to Children with Disabilities (CwDs)/Children with Special Needs (CWSN) in its schools & recognizes the importance of creating enabling mechanisms for providing same opportunities of obtaining quality education as any other child studying in schools of Delhi.

In supervision of all previous orders, the revised instructions to enable CwDs/CWSN in getting admission as provided in RTE Act & RPWD Act 2016 are given as under:

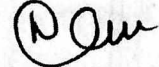
1. Head of Schools of all school managements shall ensure that any child is not denied admission in a school on the ground of disability or severity of disability.
2. If a child seeking admission in a Govt./Govt. Aided school, lacks requisite documents, the HoS shall admit the child provisionally and provide time duration of maximum 03 (three) months for the child/parent to submit the said document/s after obtaining an undertaking.
3. Heads of schools are directed to ensure that CwDs/CWSN is not denied admission in schools only because of their age. Age relaxation given by HoS for admission of CwDs/CWSN shall be 04 years in upper age from class Nursery to Class XII in addition to the relaxation given by School Branch vide order No.DE.23(363)/Sch.Br./2016/1553 dated 19.09.2016. Even after getting the age relaxation, if the child is over age and s/he requests for additional relaxation with regard to admission, then the DDE (District) as a Nodal officer shall forward such case to IEB (HQ).
4. In all Govt./Govt. Aided schools, if a situation arises wherein the strength of students in a pre-primary/primary class reaches the maximum capacity in a particular section & a CwD/CWSN wishes to take admission, then the HoS shall submit the proposal to concerned DDE (District) for obtaining permission to allow admission for 02 CwDs/CWSN and same shall be considered by DDE (District) at their own level for 02 CwDs per section in a class at entry level as well as at higher classes in a academic year by ensuring appropriate infrastructure and facilities. If any admission case requires CBSE involvement, then the concerned HoS shall pursue CBSE but admission shall not be denied on the ground of disability or severity of disability.
5. An out-of-school child with disability who is identified under Home Based Education programme from time to time (as provided in RTE Amendment Act 2012) and who is otherwise eligible for all relaxations regarding admission shall not be denied admission in any Govt. & Govt. Aided school of their choice.
6. Heads of Schools shall not deny admission to CwDs/CWSN just on the ground that school doesn't have services of Special Educator and other facilities as provided in RTE Act & RPwD Act 2016.
7. For getting admission in Govt. & Govt. Aided schools, parents/guardians of CwDs/CWSN shall apply through online/offline mode only as per Departmental

(Handwritten signature)

guidelines for admitting their ward. If a parent/guardian of CwD/CWSN is unable to apply for admission within prescribed time period through online/offline mode, even then the Child with disability shall not be denied admission. HoS shall process their admission application and forward it to DDE (Districts) and the latter shall allow admission at their own level in the line of above-said instructions.

In this regard, all HoSs are hereby directed to comply with the above-said instructions in true letter and spirit failing which strict disciplinary action will be taken against them in accordance with the provisions of Section 89 of the RPWD Act, 2016.

Further, DDE (Districts) being Nodal Officers to deal with all matters related to admission of children with disabilities, shall ensure proper implementation of above instructions and allow relaxations as provided in above paras at their own level & monitor the same during their regular visits of schools for effective Inclusive Education of CwDs, in pursuance of the directions of Sections 16 (i) & 31 (1) of the RPwD, Act 2016.



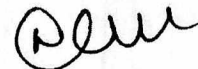
(HIMANSHU GUPTA)
DIRECTOR (EDUCATION)

Dated: 13/05/2022

No. F.265/DDE(IEDSS)/Admn.Cell/2017-18/458-470

Copy to:

1. Chairperson, NDMC, Palika Kendra, Parliament Street, New Delhi with request to issue necessary directions to HOSs for facilitating admission of CwDs/CWSN as per this order.
2. Director of Education, South MCD, Dr. S.P.M. Civic Centre, Minto Road, New Delhi – 100 002 with request to issue necessary directions to HOSs for facilitating admission of CwDs/CWSN as per this order.
3. Director of Education, East MCD, 419, Udyog Sadan, Patparganj Industrial Area, New Delhi – 110 092 with request to issue necessary directions to HOSs for facilitating admission of CwDs/CWSN as per this order.
4. Director of Education, North MCD, 15th Floor, Dr. SPM Civic Centre, Minto Road, New Delhi with request to issue necessary directions to HOSs for facilitating admission of CwDs/CWSN as per this order.
5. CEO, Delhi Cantonment Board, Sadar bazaar, Delhi Cantt., Delhi - 10 with request to issue necessary directions to HOSs for facilitating admission of CwDs/CWSN as per this order.
6. P.A. to S.P.D. (Samagra Shiksha), Delhi
7. P.S. to Pr. Secretary (Education), GNCTD
8. All DDEs (District), Directorate of Education, Delhi
9. All DDEs (Zone), Directorate of Education, GNCTD
10. All HoSs/School Management of Govt., Govt. Aided & Private recognized Schools, Directorate of Education, GNCTD
11. Coordinator (IE), Samagra Shiksha, Delhi.
12. District Coordinator (IE), DoE, GNCTD
13. In-charge (Computer Cell), DoE with request to upload the circular on the department website.
14. Guard File.



(HIMANSHU GUPTA)
DIRECTOR (EDUCATION)