



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

DE.23 (363)/Sch.Br./2025/ 14

Dated: 07/01/25

Circular

Sub: Guidelines for Plan Admission for the Academic Session 2025-26.

Every year, students from the Feeder Schools i.e. MCDs/Govt., Govt. Aided, Recognized Unaided Schools (Under RTE/DSEAR) are admitted in the Schools of Directorate of Education (Parent School) under Plan Admission scheme. In order to discuss the modalities regarding Plan Admission and to refine the admission procedure for the forthcoming session i.e. 2025-26, a meeting under the chairpersonship of the Addl. DE (School) was convened on 06-01-2025 at New Conference Hall, Directorate of Education, Old Sectt.. In the meeting, it was decided that following broad guidelines should be taken care, while preparing the admission plan for 2025-26:-

- Feeder schools of Delhi should be attached to the neighbourhood parent school.
- Ensure that, as far as possible, no student has to cross the Railway Lines or Major Main Road.
- Students should be distributed equally, wherever possible, to avoid overcrowding in a particular school.
- Students of feeder school studying in English/Urdu Medium should be attached to the same instructional medium schools.
- All primary schools including MCDs, Govt. Aided, Recognised Unaided Primary Schools (under RTE/DSEAR) should be attached to schools of Directorate of Education for the pass outs of the highest Class i.e., Class V only.
- All Govt./Govt. Aided and Recognized Unaided Middle Schools should be attached to Secondary/Senior Secondary Schools of Directorate of Education for the pass outs of the highest Class i.e., Class VIII only.
- For Admission Plan, **schools should be attached keeping in mind the convenience of students and not to be restricted by Zonal/District boundaries** i.e. if two schools are close to each other & are located in two different Zones/Districts, then they can also be attached for the purpose of admission plan. District DDEs (in case of Inter Zonal Boundaries) and Regional Director (in case of Inter District Boundaries) should ensure that Zonal/District boundaries do not create hindrance in the attachment of schools.
- All the DDEs (Zone) are hereby requested to ensure that, if required, newly opened schools are included in the Admission Plan and merged schools during the Academic Session 2024-25 must be excluded from the Admission Plan for the coming session.

- All the DDE (Zones) of Directorate of Education are requested to call a meeting with Zonal Heads/DDE (Zones) of MCDs of the concerned area for co-ordination regarding Plan Admission.
- Students who have passed class V/VIII will be eligible for admission to class VI/IX respectively.

Plan Admission in Class VI

Similar to last year, online module, regarding entry of student details of Class V students (gender wise and medium wise), is available at www.edudel.nic.in ->**Student login >Plan Admission**. A module having 12 data entry fields has been developed, which is class wise for admission in Classes VI & IX. The particular class VI or IX will have to be selected before feeding the data. All the Heads of the Recognised Unaided Primary Schools (under RTE/DSEAR) are directed to feed the data of all the students of class V diligently latest by 15-03-2025 (Saturday). Heads of concerned schools must ensure that no eligible child is left.

- The data entry fields are as under:

- ✓ Name
- ✓ Date of Birth
- ✓ Father's Name
- ✓ Mother's Name
- ✓ Category(SC/ST/OBC/Gen)
- ✓ Gender
- ✓ Medium of instruction
- ✓ Address
- ✓ Mobile No.
- ✓ Bank A/c No. (If available)
- ✓ Aadhaar No. (If available)
- ✓ Religion

If the Recognised Unaided / MCD Aided Primary Feeder schools do not fill the above 12 point data for a student before the stipulated date, the name of that student will not be reflected at DoE online module, hence he/she can not be admitted by the parent school. In this case the feeder school has to approach the respective DDE (Zone) to feed the necessary details of the left out students so that the concerned student may be admitted in the designated parent school.

- In case of Feeder MCD / Govt. / Govt. aided Schools, SLCs of the eligible students will be issued online for the proposed Parent School through MIS module.



- All the Heads of the Feeder Govt. / Govt. Aided / MCD Schools will ensure that Student IDs of all the students studying in class V are generated and their data details, in particular, their mobile numbers, residence address is correct. If Student ID of any student is not generated then it will not be possible to generate online SLC of that student, hence, he/she would not be admitted in the Parent School.
- Heads of the Feeder MCD / Govt. Schools will submit duly signed hard copies of the online issued SLC while Heads of the other Feeder Schools will submit duly signed hard copies of the Manual SLCs of all the students of their respective schools to the Head of the concerned Parent School in a compiled manner by 29-03-2025 (Saturday).
- All the Heads of the Parent Govt. and Govt. Aided Schools under Directorate of Education having Feeder Schools attached to them are hereby directed to admit online all the students, who have passed class V from the Feeder Schools, in class VI after receiving their SLCs from Heads of the Feeder Schools and verification of relevant documents.
- **Moreover, if any discrepancy is found in the online issued SLC before admission of the student in the Parent School, the required correction may be completed at the level of MCD school but after admission of the student in the Parent School correction can not be done at the level of MCD school. Therefore, Heads of all the Feeder MCD Schools are hereby directed to ensure correctness of the student details of each and every student studying in class V in their school before issue of online SLC.**
- The HoS/Vice Principal/designated teacher of the parent DoE school would visit the feeder schools personally to hand over the welcome sheet to each child on or before 15-03-2025 or as per the date fixed in consultation by both the Heads of Schools (i.e. MCD & Directorate of Education). MCD officials may be requested to hold a PTM on that day so that parents can also be briefed by HOS and Teachers of Parent Schools.
- Heads of Feeder Schools will ensure that the parents of Class V students are well informed about their new Parent Schools. Heads of the Feeder Schools are directed to provide copy of the attached instructions regarding admission to the parents of the students of class V.
- On 1st of April, 2025, all the students of Class V, their parents, teachers and HoS would be invited to DoE schools to brief them about their new school. The HoS of the concerned parent school shall ensure to achieve maximum admissions during the first 15 days through mass publicity. Admission of students under Plan Admission Scheme will start from 1st April 2025.

Plan Admission in Class IX

- On similar lines, data entry would be done to get the enrolment status of Recognized Unaided Middle Schools and the admission plan will be designed for Class IX accordingly by DDE (Zone).
- All the DDEs (Zone) will direct the Heads of all Recognized Unaided Middle Schools (including schools recognized under RTE Act, 2009) under their respective Zones to fill up student details of Class VIII students (gender wise and medium



wise) in the online module available .at www.edudel.nic.in->Student login->Plan Admission, latest by 15-03-2025 (Saturday).

- A module having 12 data entry fields has been developed, which is class wise for admission in Classes VI & IX. The class VI or IX will have to be selected for feeding the data. Feeding of data related to class VIII students will be done in a similar way to that of class V latest by **15-03-2025**. The data of all students should be fed diligently and no child should be left.
- All the Heads of the Govt. and Govt. Aided Middle schools are hereby directed to check that the online data details of the students are correct and Student IDs of all the students studying in class VIII have been generated else it will not be possible to issue online SLC.
- All the other guidelines regarding admission in class VI should also be followed for admission in class IX.

If the Recognized Unaided Middle feeder schools do not fill the above 12 point data for a student before the stipulated date, the name of that student will not be reflected at DoE online module, hence he/she will not be admitted by the parent school. In this case the feeder school has to approach the respective DDE (Zone) to feed the necessary details of the left out students so that the concerned student may be admitted in the designated parent school.

Following schedule for Admission Plan for classes VI & IX must be adhered to:

- Data feeding by all the Feeder Unaided Recognized Schools of Schools in 12 field module should be completed by 15-03-2025.
- Mapping and attachment of feeder schools to be completed by **20-02-2025** (Thursday) by DDEs (Zone) of Directorate of Education and same will be visible to both feeder and parent schools.
- All the Heads of the feeder schools are hereby directed to submit the enrollment details of the students of the feeder class to the Heads of the parent schools by **22-02-2025** positively as per the below given format who will further submit it to the concerned DDEs (Zone) of the Directorate by **25-02-2025**.

Feeder School Enrollment Details						
Name of the Feeder School :						
Feeder School ID:						
Feeder Class	Enrollment of Boys			Enrollment of Gils		
	Hindi Medium	English Medium	Urdu Medium	Hindi Medium	English Medium	Urdu Medium



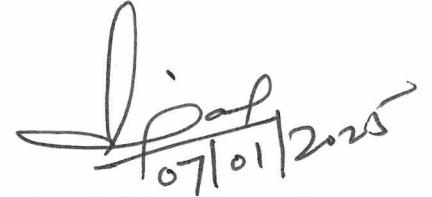
- If any discrepancy is found in the attached school list, then correction would be made by concerned DDE (Zone) only from **01-03-2025 (Saturday)** to **07-03-2025 (Friday)**.
- Submission of hard copies of Zone-wise Admission Plan along with the certificate by concerned DDE (Zone) duly countersigned by concerned DDE (District) to School Branch by **26-03-2025 (Wednesday)**.
- Availability of detailed list of students of feeder schools in the parent school by **Last week of March, 2025**. (Concerned HoS of parent and feeder school may check the list of students.)
- Admission of students under Plan Admission Scheme will start from **1st April 2025**. All the Heads of the Parent Schools are hereby directed to generate the student ID of the students after **1st April, 2025** otherwise students will be admitted in the current session i.e. 2024-25.

Note:

- **Heads of the Feeder Schools are hereby directed to check if their school is mapped with the Parent School. In case it does not exist in the mapping list, HoS may contact concerned DDE (Zone) / officer for mapping with any Parent School.**
- **Heads of the Feeder Schools shall also ensure the correctness of enrollment of their school in the mapped list. In case of any discrepancy HoS may contact concerned DDE (Zone) of the Parent School for correction in the enrollment.**

This issues with prior approval of the Competent Authority.

Encl: Welcome Sheet



(Sanjay Subhas Kumar)
DDE (School)

DE.23 (363)/Sch.Br./2025/ 14

Dated: 07/01/25

All Heads of Govt., Govt. Aided and Unaided Recognised Schools under Directorate of Education through DEL-E.

Copy to:-

1. PA to Secretary (Education).
2. PA to Director (Education).
3. Director (Education) MCD, NDMC & CEO (Delhi Cantonment Board) with a request to issue directions to all stakeholders.
4. All RDEs /DDEs (District & Zone) to ensure compliance.
5. System Analyst (MIS) for uploading on MIS.
6. Guard File.



(V. Selvarasu)
OSD (School)

WELCOME SHEET

राष्ट्रीय राजधानी क्षेत्र दिल्ली सरकार शिक्षा निदेशालय

प्रिय _____

विद्यालय _____

सामान्य निर्देश:-

1. सभी फीडर विद्यालयों के कक्षा V के विद्यार्थियों के अभिभावक 1 अप्रैल, 2025 या उसके बाद अपने बच्चों के दाखिले हेतु, निम्नलिखित दस्तावेजों के साथ निर्धारित पैरेंट विद्यालयों के प्रधानाचार्य से मिलेंगे।

- i). विद्यार्थी का पासपोर्ट आकार का फोटो
- ii). दिल्ली में आवास / निवास का प्रमाण
- iii). आधार संख्या (प्रमाण सहित)- वैकल्पिक
- iv). बैंक खाता संख्या (प्रमाण सहित)- वैकल्पिक
- v). जाति प्रमाण पत्र /दिव्यांग प्रमाण पत्र (यदि लागू है तो)

2. यद्यपि कंप्यूटर से आपके बच्चे का नाम इस विद्यालय में आ चुका है किन्तु अभिभावक उपरोक्त दस्तावेज जल्द से जल्द जमा कर अपने बच्चे का निम्नलिखित विद्यालय में दाखिला निर्धारित समय में सुनिश्चित कर लें अन्यथा उसे असुविधा हो सकती है।

विद्यालय का पता :

विद्यालय आई. डी. :

दूरभाष संख्या :