



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

No. DE.23 (363)/Sch.Br./2025/82

Dated: 14/02/25

CIRCULAR

Sub.: Guidelines for Parents regarding Admission in Entry Classes i.e. Nursery / KG /Class-I in Government Sarvodaya Vidyalayas for the Academic Session 2025-26.

1. Admission process in Entry Classes in all Government Sarvodaya Vidyalayas of DoE will start from **01-03-25 (Saturday)** and information about Entry Class and number of seats in Entry Classes will be displayed at the gate/outside of each Government Sarvodaya Vidyalaya.
2. Children residing in Delhi shall be eligible to apply.
3. The children will be admitted as per following order of priority:-
 - A. Children residing in the vicinity of 1 KM of Sarvodaya Vidyalaya and children residing within 3 KM of Sarvodaya Vidyalaya who have no Sarvodaya Vidyalaya within 1 KM of their residence.
 - B. Children residing in the vicinity of 3 KM of the Sarvodaya Vidyalaya other than mentioned in above category.
 - C. Children residing beyond 3 KM but in such cases concerned HoS will take an undertaking from the parents regarding safe transportation of the child.
4. If a Sarvodaya Vidyalaya is not available even within 3 km of residence of any child, then he/she may apply for admission in Sarvodaya Vidyalaya nearest to his/her residence.
5. The application forms of only those children will be considered for admission to
 - ✓ Nursery Class, who have completed 3 years of age as on 31-03-2025 (child must be born between 01-04-2021 and 31-03-2022).
 - ✓ Class KG, who have completed 4 years of age as on 31-03-2025 (child must be born between 01-04-2020 to 31-03-2021).
 - ✓ Class-I, who have completed 5 years of age as on 31-03-2025 (child must be born between 01-04-2019 and 31-03-2020).

Further, the age relaxation upto 30 days may be granted at the level of Heads of Schools in the maximum as well as minimum age for Classes Nursery/KG/Class-I as per circular no. DE 23.(363)/Sch. Br./2016/1553 dated 19-09-2016. Additional age relaxation is to be provided to Specially abled children, as per circular No. F.265/DDE(IEDSS)/Admn.Cell/2017-18/458-470 dated 13/05/2022.

6. Application forms for admissions to the **Entry Level Classes i.e. Nursery/KG/Class-I**, (whichever is the Entry Level class in Government Sarvodaya Vidyalayas of the Directorate of Education, Govt. of NCT Delhi) can be obtained from the concerned Sarvodaya Vidyalayas from **01-03-25 (Saturday)** to **15-03-25 (Saturday)** (**both days inclusive**) on all working days. Application Form is also enclosed with this circular.

7. Timings for issue of application forms are from 08:30 AM to 11:30 AM in the morning and general shift schools and from 02:30 PM to 05:30 PM in evening shift schools on all working days between **01-03-25 (Saturday)** to **15-03-25 (Saturday)** (both days inclusive).
8. Duly filled Application Form along with required documents can be dropped in the Drop Boxes available in school as per schedule mentioned above at point no. 7.
9. A Help Desk consisting of teachers & SMC members will be available for providing guidance to the parents. Parents of the applicants are advised to get the application form checked by the Help Desk members. For filling the application form, parents can take help of the Help Desk, if required.
10. List of applicants alongwith deficiency, if any, will be displayed on **18-03-25** at notice board of the school.
11. The parents of the applicants can visit the school during school timings from **18-03-25 (Tuesday)** to **19-03-25 (Wednesday)** for removal of deficiency in the application form, if any.
12. Selection of candidates will be done by draw of lots to be held on **20-03-25** at 11:00 AM in the morning & general shift and 3:00 PM in the evening shift schools in the presence of SMC members of the schools and parents of the applicants.
13. The list of children selected through the draw of lots will be displayed on the School Notice Board on **21-03-25 (Friday)** at 11.00 AM in Morning/General Shift Schools & at 03:00 PM in Evening Shift Schools. Admission will start from **22-03-25 (Saturday)** and will be completed by **01-04-25 (Tuesday)**. If any seat is left vacant, admission of children placed in waiting list will be done from **02-04-25 (Wednesday)** to **05-04-25 (Saturday)**.
14. The following documents are required to be produced by the parent/guardian at the time of admission (only after selection of students after draw of lots):-
 - ✓ Regarding Date of Birth (any one):
 - ❖ Original Date of Birth Certificate issued by MCD or any other local body.
 - ❖ Anganwadi record.
 - ❖ Hospital/Auxiliary Nurse and Midwife (ANM) register record.
 - ❖ An Undertaking by the Parents regarding Date of Birth as per Part-B of the Application Form.
 - ✓ One passport size photograph of the child.
 - ✓ Anyone of the following documents as **residence proof of Delhi**:-
 - ❖ 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 any of the parents.
 - ❖ Bank Passbook in the name of child or any of the parents.
 - ❖ Aadhaar card of child/any of the parents.
 - ❖ Passport in the name of child/any of the parents.

Note: Admission will not be denied to any Divyang child, destitute child, refugee/asylum seeker, homeless, migrant, orphan or child in need of care & protection in any Govt. school due to non availability of essential documents at the time of submission in the School.



Provisional admission for 30 days will be allowed on the basis of simple undertaking on plain paper by the parents/guardians. Head of Schools will provide details of such students to Cluster Resource Co-ordinators (CRCs).

CRCs and SMC Members will help the students and parents 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.


15. In case of selected children, the immunization certificate is to be submitted by the parents/guardians within 6-months from the date of admission.

16. Reservation of seats will be as follows:-

- ✓ 15% seats for Scheduled Caste candidates.
- ✓ 7.5% seats for Scheduled Tribe candidates.
- ✓ 3% seats for Divyangjan (having a certificate issued by a Govt. Hospital).
- ✓ 2% for the wards for the employees of the Directorate of Education (1% for the wards of Ministerial staff and 1% for Teacher's wards).

In case of non-availability of candidates in the reserved categories, the vacant seats may be filled by the unreserved candidates as per the order of names in the waiting list.

This issues with prior approval of the Competent Authority.


(Sanjay Subhas Kumar)
DDE (School)

Encl: As above.

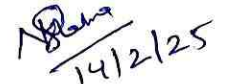
All Heads of Govt. Sarvodaya Vidyalayas under Directorate of Education through DEL-E.

No. DE.23 (363)/ Sch.Br./2025/ 82

Dated: 14/02/25

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.


14/2/25
OSD (School)

**Application Form for Admission to Entry Classes
(Nursery / KG / Class-I) in Sarvodaya Vidyalaya
सर्वोदय विद्यालय में प्रवेश कक्षाओं (नर्सरी / केजी / कक्षा- I)
में प्रवेश के लिए आवेदन पत्र**

PART-A

Name of the Student (छात्र का नाम) :

Gender (लिंग):

Date of Birth (जन्म तिथि) :

(In Figures) (आंकड़ों में)

(In Words) (शब्दों में)

Class of Admission (कक्षा) :

Aadhaar No. of the Student (Not Mandatory)
छात्र की आधार संख्या (अनिवार्य नहीं):

Aadhaar Enrollment. of the Student (Not Mandatory)
छात्र की आधार नामांकन (अनिवार्य नहीं) :

Bank Account No. (Desirable) बैंक खाता संख्या (वांछनीय) :

Bank Name (Desirable) बैंक का नाम (वांछनीय) :

IFSC Code of the Bank (बैंक का IFSC कोड) :

Mother's Name (माता का नाम) :

Father's Name (पिता का नाम) :

Gurdian's Name (अभिभावक का नाम) :

Category (वर्ग) :

Religion (धर्म) :

Father's Occupation (पिता का व्यवसाय) :

Mother's Occupation (माता का व्यवसाय):

Residential Address (घर का पता) :

Landline Phone No (लैंडलाइन फोन नंबर):

Mobile No (मोबाइल नंबर) :

Alternate Mobile No. (if any) वैकल्पिक मोबाइल नंबर (यदि कोई हो):

Type of Disability(if any) दिव्यांगता का प्रकार (यदि कोई हो):

List of Documents attached (संलग्न दस्तावेजों की सूची) :

1. For Date of Birth (जन्म तिथि के लिए) :
2. For Residence Proof of Delhi दिल्ली के निवास प्रमाण के लिए
3. Caste Certificate (if any) जाति प्रमाण पत्र (यदि कोई हो)

Signature of the Parent / Guardian(माता-पिता/अभिभावक के हस्ताक्षर)

DECLARATION OF THE AGE OF THE CHILD BY THE PARENT OR GUARDIAN.

भाग - ख Part-B
घोषणा पत्र /Undertaking

I, Shri./Smt. _____ Father/Mother/Guardian of
my ward _____ do hereby certify that the actual Date of Birth of
words) _____ is (in figures) _____ (in
change of Date of Birth in future. _____ to the best of my knowledge and I shall not apply for

में श्री/श्रीमती शपथ पूर्वक घोषणा करता हूँ कि मेरी जानकारी के
अनुसार मेरे आत्मज / आत्मजा की जन्मतिथि (अंकों में) (शब्दों में)
..... हैं। मैं भविष्य में उसकी जन्मतिथि परिवर्तन के लिए कोई प्रार्थना नहीं दूँगा/दूँगी।

*जिस माध्यम में पढ़ना चाहते हैं _____

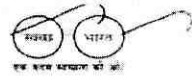
*PREFERED MEDIUM OF INSTRUCTION _____

*नोट- माध्यम की चयनता विद्यालय में उपलब्धता के आधार पर विद्यालय प्रमुख द्वारा निश्चित होगी।

*Note- Subject to the availability in the school and discretion of the HOS.

दिनांक _____
Dated _____

माता/पिता/अभिभावक के हस्ताक्षर
Parents/Guardian's Signature



**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:

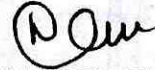
1. Head of Schools of all school managements shall ensure that any child is not denied admission in a school on the ground of disability or severity of disability.
2. If a child seeking admission in a Govt./Govt. Aided school, lacks requisite documents, the HoS shall admit the child provisionally and 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)