

**GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI**  
**DIRECTORATE OF EDUCATION (PRIVATE SCHOOL BRANCH)**  
**OLD SECRETARIAT : DELHI-110054.**

NO.F.DE.15(172)/PSB/2016/ 29777-788

Dated: - 26/11/18

**CIRCULAR**

**Sub: Admission Schedule for Entry Level Classes (below six years of age) for open seats in Private Unaided Recognized Schools of Delhi for the session 2019-20.**

In order to conduct the admission process smoothly at the Entry Level Classes (below six years of age) in Private Unaided Recognized Schools of Delhi, the following instructions and admission schedule are issued for conducting admissions for the Open Seats (other than EWS/DG Category seats) for the academic session 2019-20.

**1. ADMISSION SCHEDULE**

S. No.	Particulars	Time schedule
1	Uploading the criteria and their points in the module of the Department at the link mentioned at point No. 7	14/12/2018 (Friday)
2.	Commencement of admission process and availability of forms	15/12/2018 (Saturday)
3.	Last date of submission of application forms in schools	07/01/2019 (Monday)
4.	Uploading details of children who applied to the school for admission under Open Seats	21/01/2019 (Monday)
5.	Uploading marks (as per point system) given to each of the children who applied for admission under open seats	28/01/2019 (Monday)
6.	The date for displaying the <b>first list</b> of selected children (including Waiting List) (along with marks allotted under point system)	04/02/2019 (Monday)
7.	Resolution of queries of parents, if any (by written/email/ verbal interaction) regarding allotment of points to their wards in the first list.	05/02/2019 to 12/02/2019
8.	The date for displaying the <b>second list</b> of children (If any) (including Waiting list) (along with marks allotted under point system)	21/02/2019 (Thursday)
9.	Resolution of queries of parents, if any (by written/email/ verbal interaction) regarding allotment of points to their wards in the second list.	22/02/2019 to 28/02/2019
10.	Subsequent list of admission, if any	15/03/2019 (Friday)
11.	Closure of admission process	31/03/2019 (Sunday)

2. No deviation from the above schedule shall be permitted. Each school shall display the aforesaid admission schedule on its notice board and website. Further each school shall ensure that application forms for admission are made available to all applicants till the last date of submission of admission's application form i.e. **07/01/2019**. Only Rs. 25/- (Non-refundable) can be charged



from the parents as admission registration fee. The purchase of prospectus of the school by the parents shall be optional.

3. All Private Unaided Recognized Schools admitting children in pre-school, pre-primary and/or Class-I level shall reserve 25% seats for EWS/DG category students & Child with Disability as defined in RPWD Act, 2016 (under Section 12(1)(c) of Right to Education Act, 2009) at Entry Level Classes, wherever fresh admissions are made as directed by the Hon'ble High Court of Delhi vide order dated 24/05/2012 in WP (C) No. 8434/2011 and circulated vide this Directorate's Circular No. 2393-2004 dated 04/06/2012.

4. Further all schools shall comply with the notification dated 28/02/2012 which directs that the number of seats at the entry level/s shall not be less than the highest number of seats in the entry level classes during the last three years 2016-17, 2017-18 & 2018-19. The details of all entry level classes (i.e. Nursery/KG/1<sup>st</sup>) along with the seats available for admission must be declared by all schools on the module to this directorate's website as well as on their notice board/website and hard copy in Format-1 duly signed by head of the school concerned shall be furnished to the DDE concerned by **31/12/2018** positively. DDE (District) will compare the seats declared online vis-à-vis the hard copy submitted under the signature of Head of the school by **11/01/2019**. All DDEs shall verify the completeness and accuracy of number of seats in their district, in online module and send to HQ (Private School Branch) (**Format-1 is enclosed**)

5. The Hon'ble High Court vide judgment dated 28/11/2014 in WPC-177/2014 and WPC-202/2014 observed that Private Unaided Recognized School shall devise the procedure to admit students but subject to the condition that the procedure is fair, reasonable and transparent.

In view of the observation of the Hon'ble High Court as referred above, all the Private Unaided Recognized Schools shall develop and adopt criteria for admission which shall be fair, reasonable, well defined, equitable, non-discriminatory, unambiguous and transparent.

6. Directorate of Education vide order dated 06/01/2016 has abolished 62 criteria adopted by the private schools during the admission process for the academic session 2016-17 which were found to be unfair, unreasonable and non-transparent. The Hon'ble High court in its judgement dated 04/02/2016 in WPC 448/2016 and WPC 452/2016 stayed the impugned order dated 06/01/2016 with respect to eleven criteria as mentioned in the order dated 06/01/2016 at Sl. No. 1,3,5,10,16,31,32,45,47,48 & 61. (**The copy of order dated 06/01/2016 is enclosed as Annex-1**)

In view of the aforesaid judgement, no school shall adopt such criteria as abolished by the department vide order No. DE/15/Act-I/4607/13/2015/5686-5696 dated 06/01/2016 and upheld by Hon'ble High Court in WPC No. 448/2016 vide judgement dated 04/02/2016 as referred above. (**The Hon'ble Court's order dated 04/02/2016 and the list of such criteria not to be adopted is enclosed as Annexure-2 & 3**).

However, the private unaided schools can adopt those criteria which have the sanction of Hon'ble Supreme Court or High Court in favour of the school concerned. Further, the minority



schools (Religious/Linguistic) will continue to adopt criteria for the admission of applicants belonging to their minority concerned as guaranteed under the Constitution.

7. All the Private Unaided Recognized Schools shall upload their criteria adopted (including points for each criterion) for admission under **Open Seats** at Entry Level Classes (Other than EWS/DG category seats) for the academic session 2019-20 of this Directorate's website [www.edudel.nic.in](http://www.edudel.nic.in) at the link through their login ID and password –**School Plant – School Information – Admission Criteria (2019-20)**. The said information must be uploaded by **14/12/2018**. DDE (District) will ensure that admission process is kept in abeyance for those private unaided recognized schools that fail to upload criterion by **14/12/2018**.

8. All the schools must ensure that the criterion wise break up of points of all applicant children are displayed on their website also.

9. All the Private Unaided Recognized Schools shall ensure that their admission criterion is in compliance with the provisions of Rights of Persons with Disabilities Act, 2016 in respect of admissions of Children with Disabilities.

10. The criteria and their points uploaded by the schools on the portal of this Directorate shall be available for public viewing by the parents in the scroll of the official website. i.e. [www.edudel.nic.in](http://www.edudel.nic.in) under head Admission Criteria (2019-20). Thus schools may ensure that the information uploaded on this Directorate's website is accurate and corresponds in totality with the information on their own website.

11. All the Private Unaided Recognized Schools shall upload the details of children who apply for admission under Open Seats and points allotted to each of them by the schools under their point system, on the module available on the departmental website at the link through login Id and password –**School Plant – School Information – details of applicants under open seats 2019-20**.

12. The draw of lots (if any), shall be conducted in a transparent manner in presence of parents. All the eligible parents of students in draw of lots will be informed well in advance by the school. The draw of lots will be conducted under videography and its footage to be maintained/retained by the school. The slips will be shown to the parents before putting in the box, being used for draw of lots.

13. All the Private unaided Recognized Schools shall also upload the details of children admitted and waitlisted under Open Seats and marks allotted to them by the schools under their point system on the module developed by the department at the link mentioned above.

14. As the school shall be uploading the criteria along with the related points for admission and would declare the first list of shortlisted candidates along with the points earned by them as per their criteria on **04/02/2019**, 8 days time from 05<sup>th</sup> February 2019 to 12<sup>th</sup> February 2019 (Col. No.7) is being kept for the schools to answer queries of parents regarding the points allotted to





their ward on school's criterion. Schools shall have a well documented mechanism of responding to parents' queries, either through email or by noting all letters in a register etc.

15. The various standing instructions/guidelines/orders in regard to various aspects of admission process issued by this Directorate from time to time and reiterated vide Circular No. F.DE/15/Act-I/2013/6464 dated 11/01/2013 are being reproduced herewith for strict compliance.

(i) **Regarding prohibition of demand of Capitation fee/Donation at the time of admission.**

"Capitation fee means any kind of donation or contribution or payment other than the fee notified by the school". As per the order of Hon'ble High Court in LPA 196/2004 in the matter of Rakesh Goyal Vs Montfort School and Section 13(1) of RTE Act, 2009, no school or person shall, while admitting a child, collect any Capitation fee/Donation from the parents. Any school or person who contravenes this provision and receives capitation fee, shall be punishable with fine which may extend to ten times the capitation fee charged.

(ii) **Regarding prospectus and charging processing fee**

Buying of prospectus of school along with application form is not mandatory for parents and schools can neither force parents to neither buy prospectus nor charge any processing fee. Only Rs. 25/- (non-refundable) can be charged as admission registration fee from parents.

(iii) **Regarding separate admission process for main school and Montessori/Pre-School.**

The Directorate of Education vide order No. 15702-15781 dated 23/03/1999 clarified/ordered that all Pre-schools/Montessori schools being run by registered societies/trusts in Delhi as branches of recognized unaided schools in or outside the school premises shall be deemed as one institution for all purposes, therefore schools have to follow single admission process for their pre-school and main school considering them as one institution.

(iv) **Regarding Age Limit.**

- (a) For admission in the Pre-school (Nursery), Pre-Primary (KG) and class-1, the minimum age for admission in this class shall be three years, four years and five years respectively by 31<sup>st</sup> March of the year in which admission is being sought in accordance with this Directorate of Education, order No.F./DE/15/1031/ACT/2007/7002 dated 24/11/2007
- (b) Vide order dated 18/12/2015, this Directorate fixed the upper age limit for admission in entry level classes, which is as under: -



For Pre-School (Nursery)	Less than 04 years as on 31 <sup>st</sup> March of the year in which the admission is sought.
For Pre-Primary (KG)	Less than 05 years as on 31 <sup>st</sup> March of the year in which the admission is sought.
For Class-1 <sup>st</sup>	Less than 06 years as on 31 <sup>st</sup> March of the year in which the admission is sought.

(v) **Regarding quantum of minimum seats at entry level.**

Directorate of Education vide notification dated 28/02/2012 directed that the number of seats at entry level/s shall not be less than the highest number of seats in the entry class during the previous three years.

(vi) **Regarding documents valid as proof of address.**

Some of indicative documents which can be considered as proof of residence of parents/child:

- (a) Ration Card/Smart Card issued in the name of parents (Mother/Father having name of child).
- (b) Domicile certificate of child or of his/her parents.
- (c) Voter I-Card (EPIC) of any of the parents.
- (d) Electricity bill/MTNL telephone bill/Water bill/Passport in the name of any of the parents or child.
- (e) Aadhaar Card/UID card issued in the name of any of the parents.

16. A Monitoring Cell shall be constituted in each district under the Chairmanship of the concerned Deputy Director (District), who shall ensure that each Private Unaided Recognized Schools must upload the criteria and their points on the online module available on this Directorate website [www.edudel.nic.in](http://www.edudel.nic.in) as per the time line as prescribed in **para-1** and further ensure that the school shall not adopt those criteria which were abolished by the department and upheld by the Hon'ble High Court, Delhi in WP(C)-448/2016.

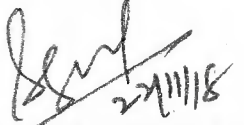
The Monitoring Cell also ensure that all the school must upload the details of children who applied for admission under open seats and points allotted to each of them under their point system and details of all the children admitted in the school on DoE website.

It will also redress the grievance of the parents, if any, against the school regarding adopting the unjustified criteria received in the District manually or through online which shall be filed by the applicants at the link available in the scroll on this Directorate's website i.e. [www.edudel.nic.in](http://www.edudel.nic.in) under heading **Grievance Redressal and Monitoring System.**



17. After closure of the admission process, Deputy Directors of Education shall compile the school-wise details of vacant seats under General Category in the Format-2 and forward the same to this branch latest by 08/04/2019 for publicizing the school-wise vacant seats details in the public domain in order to facilitate the schools to get vacant seats filled. **(Format-2 is enclosed)**

18. No Private Unaided Recognized Schools shall process the admission of EWS/DG/Free ship category students manually. The department shall conduct computerized draw of lots for admission of EWS/DG Category Students in r/o all the Private Unaided Recognized Schools & Free ship category students in r/o all the Private Unaided Recognized Schools running on Government allotted land and regulated by Directorate of Education.



(SANJAY GOEL)

**DIRECTOR (EDUCATION)**

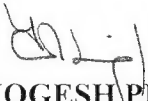
**Management of all Private Unaided Recognized  
Schools of Delhi.**

NO.F.DE.15(172)/PSB/2016/

Dated: -

Copy to: -

01. Secretary to Hon'ble Dy. Chief Minister/MoE, GNCT of Delhi.
02. OSD to Chief Secretary, GNCT of Delhi.
03. PS to Secretary (Education), Dte. of Education, GNCT of Delhi.
04. PA to Director (Education), Dte. of Education, GNCT of Delhi.
05. Director (Education), North/East/South Municipal Corporation of Delhi.
06. Director (Education), New Delhi Municipal Council, Delhi.
07. Chief Executive Officer, Delhi Cantonment Board, Delhi.
08. All Addl. Directors/Spl.Directors/RDEs/DDEs/ADEs, Dte. of Education, GNCT of Delhi.
09. All Branch In-charges, Directorate of Education, GNCT of Delhi.
10. OS(IT) with the request to upload it on the Departmental website.
11. Guard File.



(YOGESH PRATAP)  
**DEPUTY DIRECTOR OF EDUCATION (PSB)**