Guidelines / Instructions for Filling up of Online Application Form under EWS / DG Category for The Session 2018-19.

ईडब्लूएस/डीजी श्रेणी के अंतर्गत दाखिला (2018–19 सत्र) हेतु ऑनलाईन आवेदन प्रपत्र भरने के लिए दिशा निर्देश

**** Please use any Browser except Internet Explorer ****

**** कृपया इंटरनेट एक्सप्लोरर के अलावा किसी भी ब्राउज़र का इस्तेमाल करें ****

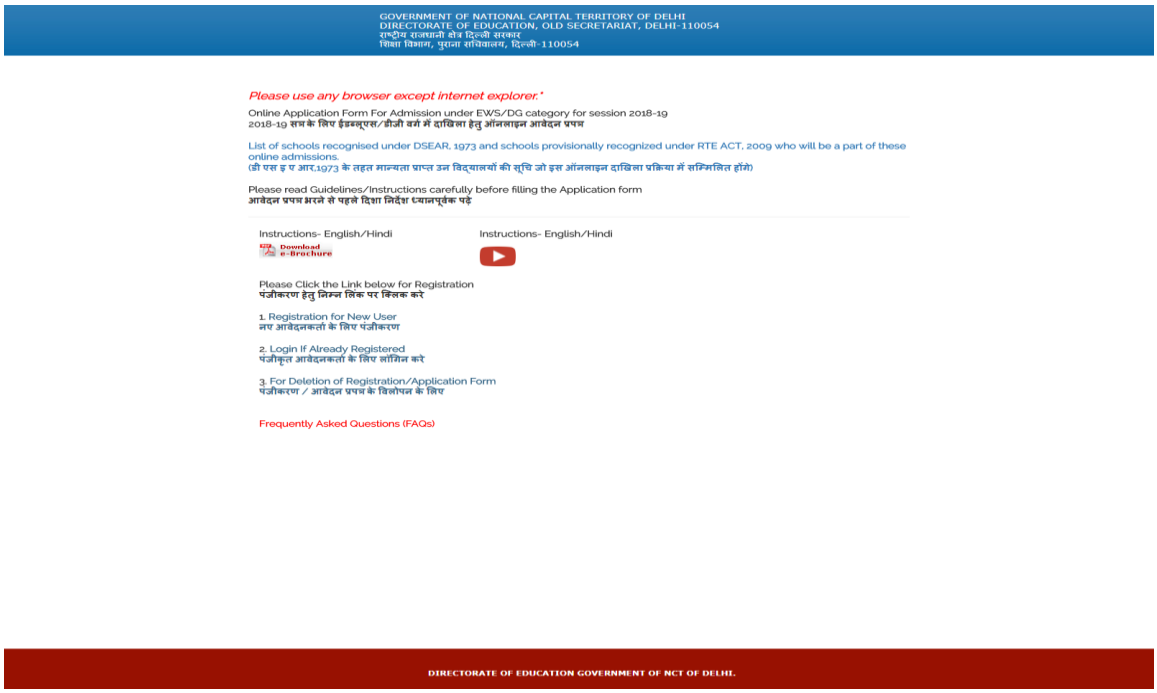
Warning : At the time of scrutiny, if any variation is found between the details filled online and documentary evidence produced later on, the admission shall be denied and suitable action shall be initiated as per law.

चेतावनी : ऑनलाईन भरे गये विवरण तथा बाद में प्रस्तुत किये गये दस्तावजों के बीच यदि जांच के समय कोई अंतर पाया जाता है, तो ऐसी स्थिति में दाखिला नहीं दिया जाएगा व कानून के अनुसार उचित कार्यवाई भी की जाएगी।

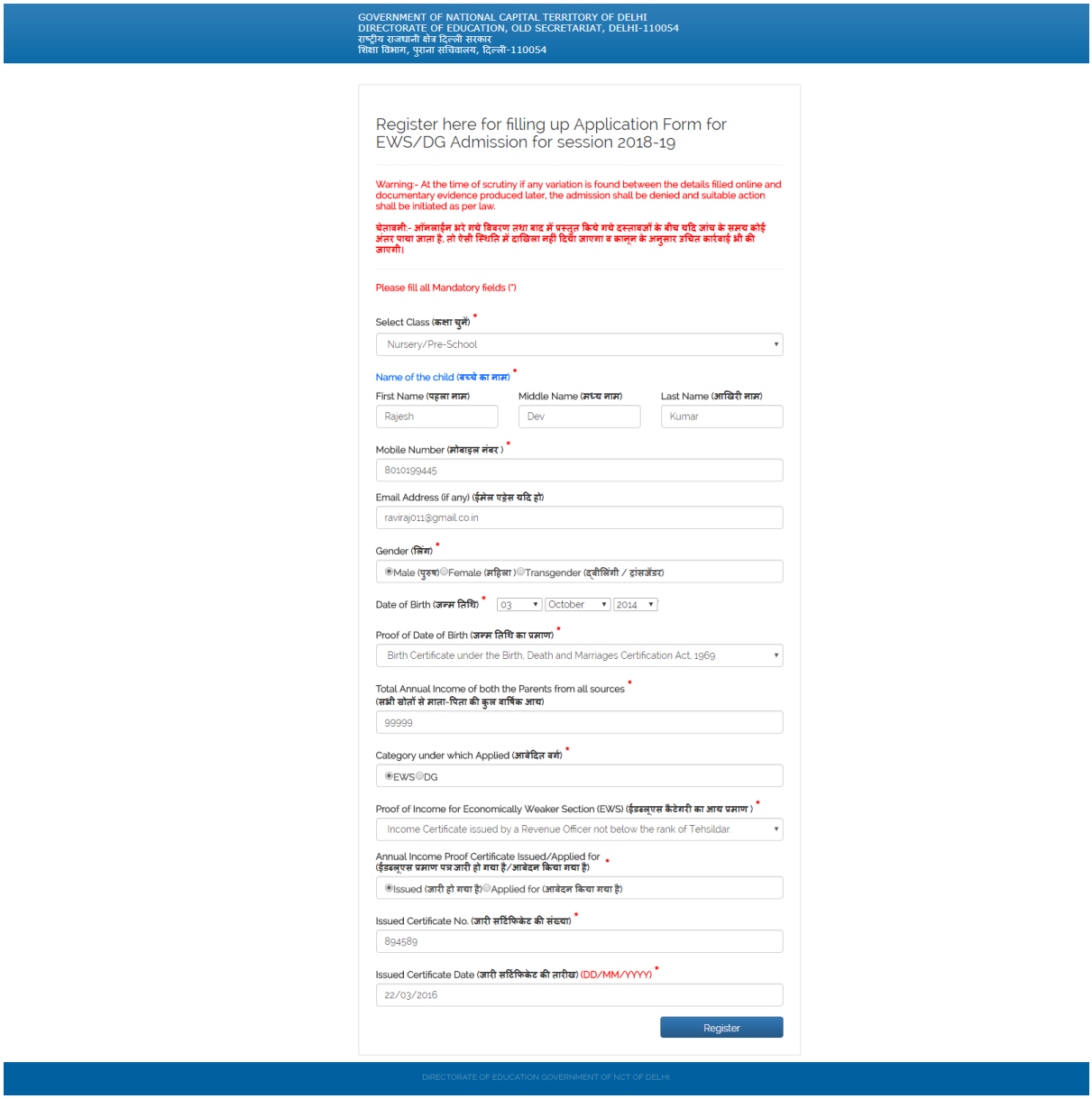
1. For Registration
पंजीकरण/रजिस्ट्रेशन हेतु

1.1 Click the Link "Registration for New User"

क्लिक करें "नये आवेदनकर्त्ता के लिए पंजीकरण"



1.2 Registration form opens up. Fill in requisite/mandatory fields marked with red asterisks (*)
पंजीकरण/रजिस्ट्रेशन फार्म खुलेगा। सभी लाल मार्क (*) वाले फिल्ड्स भरना जरूरी है।

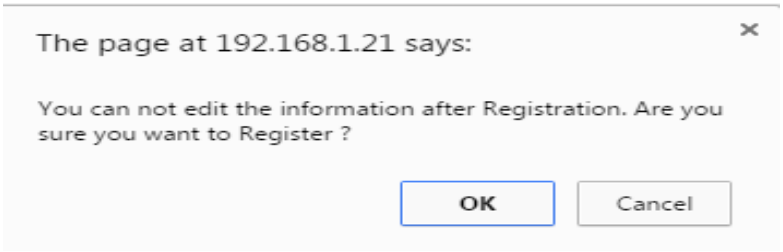


1.3 Click on Register button. After clicking on Register button, fields cannot be edited. So re-read all data fields before Register button is clicked.

Register बटन को क्लिक करें। Register बटन को क्लिक करने के बाद भरी गई कोई भी सूचना बदली नही जा सकेगी। इसलिए Register बटन को क्लिक करने से पूर्व भरी गई सूचनाओं को भली–भांति पुनः जांच लें।

1.4 After clicking on Register button, a pop up message box will be displayed “You cannot edit the information after registration. Are you sure you want to register?”

Register बटन क्लिक करते ही मैसेज बॉक्स अंग्रेजी में एक संदेश के साथ दिखाई देगा जिसका मतलब यह है कि "आप रजिस्ट्रेशन करने के बाद कोई भी सूचना को बदल नहीं सकते। क्या आप रजिस्टर करना चाहते है ?"



1.5 Click OK button for registration. Click Cancel button, if you want to make some changes/correction in the registration page.

पंजीकरण/रजिस्ट्रेशन करने हेतु OK बटन को क्लिक करें। अगर आप कोई सूचना बदलना चाहते है तो Cancel बटन को क्लिक करें।

1.6 After registration, screen containing registration number / login ID with password will appear. This password is "CASE SENSITIVE".
पंजीकरण/रजिस्ट्रेशन करने के पश्चात्, स्क्रीन पर आपका रजिस्ट्रेशन नम्बर/लॉगइन आई.डी. और पासवर्ड दिखाई देगा। यह पासवर्ड "केस सेन्सिटिव" है।

1.7 You will also receive an SMS on your registered Mobile Number. Keep this for future reference.
यही मैसेज आपके रजिस्ट्रर्ड मोबाईल नम्बर पर भी मिलेगा। इसको नोट करके आगे इस्तेमाल के लिए सम्भाल कर रखें।

2 For Filling the Application Form
आवेदन पत्र भरने के लिए निर्देश

2.1 Click Click here to Login button (as shown in point 1.6) for further filling up the application form or by clicking the link "Login if already registered" on the home page/Starting page (as shown in 1.1).

आवेदन प्रपत्र भरने के लिए इस बटन Click here to Login को क्लिक करें (जैसाकि प्वाइंट 1.6 में बताया गया है) या क्लिक करें "पंजीकृत आवेदनकर्त्ता के लिए लॉगइन करें" (जैसाकि प्वाइंट 1.1 में बताया गया है) जो कि होम पेज/मुख्य पेज पर उपलब्ध है।

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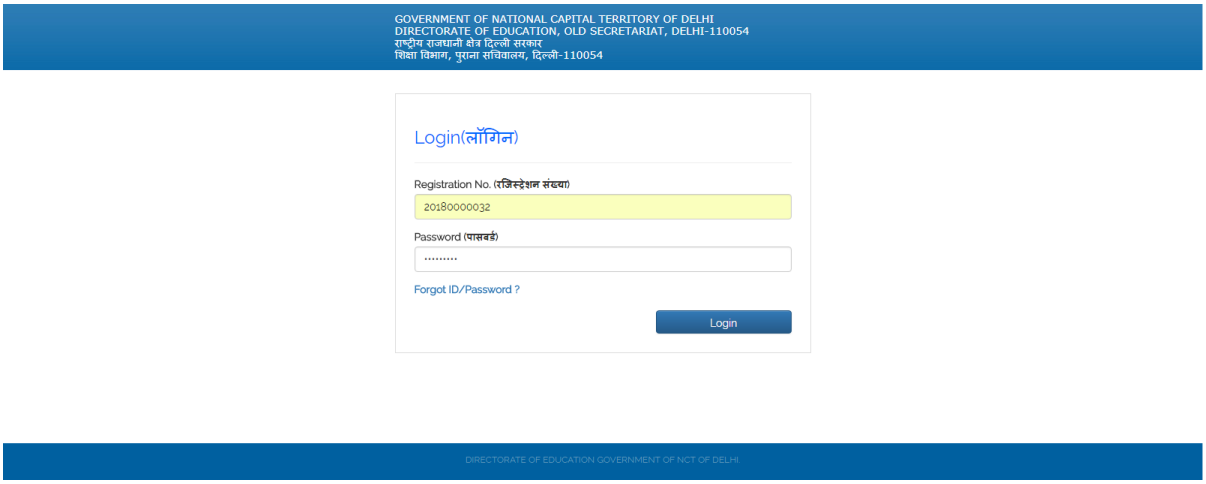
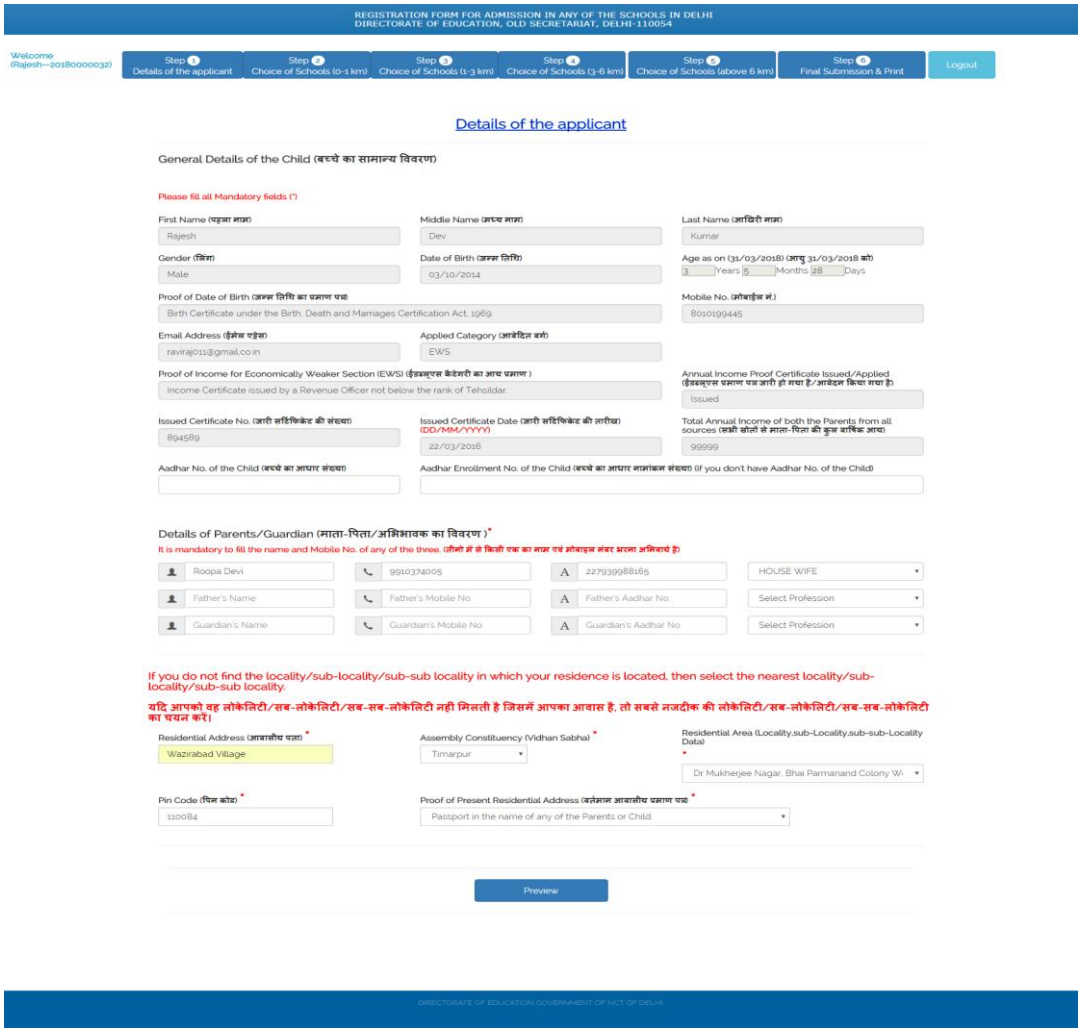
2.2 Enter your Login ID & Password and click on the Login Button.

अपना लॉगइन आईडी/रजिस्ट्रेशन संख्या व पासवर्ड भरने के बाद Login बटन को क्लिक करें।



2.3 Step 1. Page will open with information already filled at the time of registration which cannot be edited/updated.

पहला चरण : रजिस्ट्रेशन के समय भरी गई समस्त सूचना के साथ निम्न पेज खुलेगा, जिसमें आपके द्वारा पहले से भरी गई सूचना में अब कोई भी बदलाव नहीं किया जा सकता है।

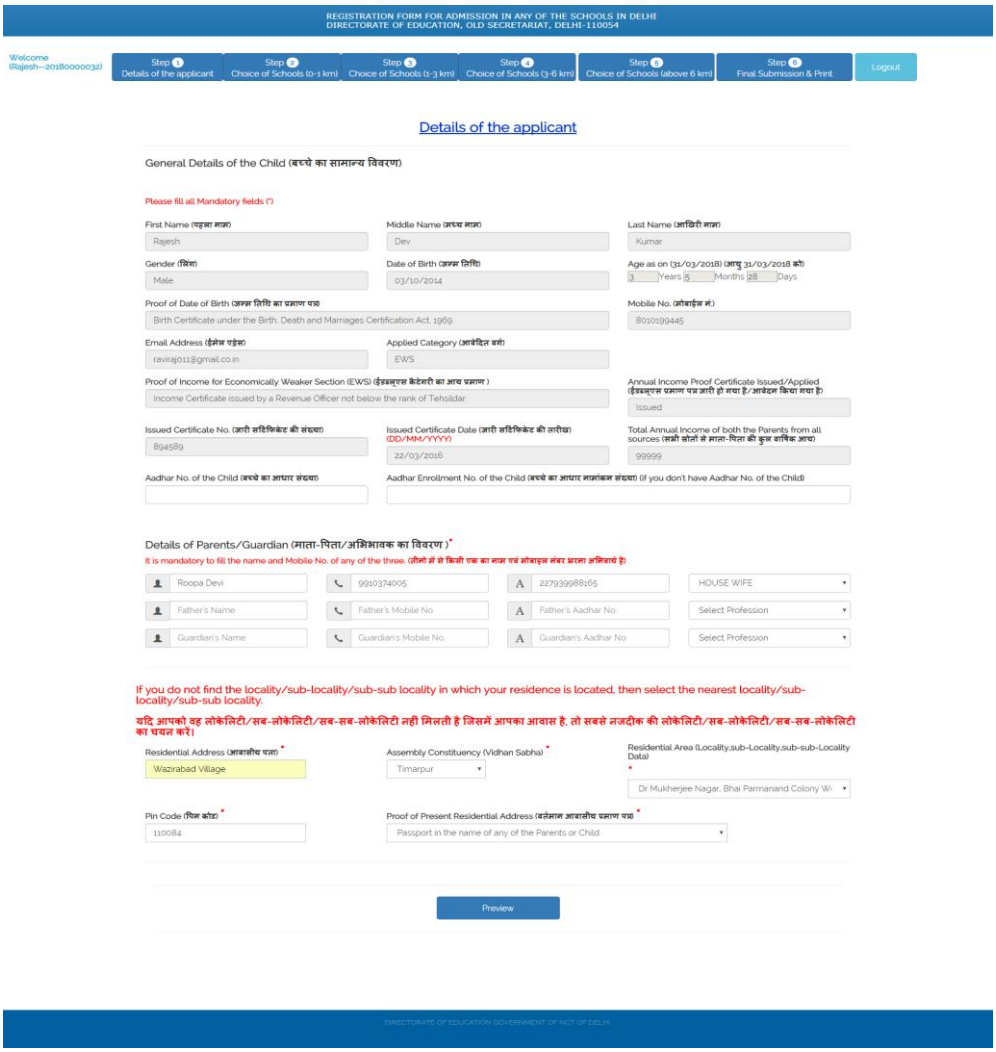


2.4 Fill in requisite/mandatory fields marked with red asterisks (*).
सभी लाल मार्क (*) वाले फिल्ड्स भरना जरूरी है।

2.5 Carefully fill parents/guardian details, residential address, assembly constituency, locality, sub-locality, sub-sub locality of your residence through drop down menu. If you do not find the sub-locality / sub-sub locality in which your residence is located, then select the nearest sub-locality / sub-sub locality. It is vital information as it only will be used to reflect the schools in different distance ranges from your residential area. So be extra careful.

माता–पिता/अभिभावक की जानकारी, आवसीय पता, विधानसभा, मोहल्ला/आवसीय क्षेत्र (लोकेलिटी, सब–लोकेलिटी, सब–सब–लोकेलिटी) सम्बधित जानकारियां ध्यानपूर्वक भरें। यदि आपको वह सब–लोकेलिटी/सब–सब–लोकेलिटी नहीं मिलती है जिसमें आपका आवास है, तो सबसे नजदीक की सब–लोकेलिटी/सब–सब–लोकेलिटी का चयन करें। यह अति महत्वपूर्ण जानकारी है, क्योंकि आपके द्वारा दी गई सूचना के आधार पर आपके आवासीय क्षेत्र से दूरी के अनुसार विद्यालयों को दर्शाया जाएगा। इसलिए इसे बहुत ध्यान से भरें।

2.6 Once all fields are filled, click on Preview button.
सभी फील्डस् भरने के बाद Preview बटन पर क्लिक करें।

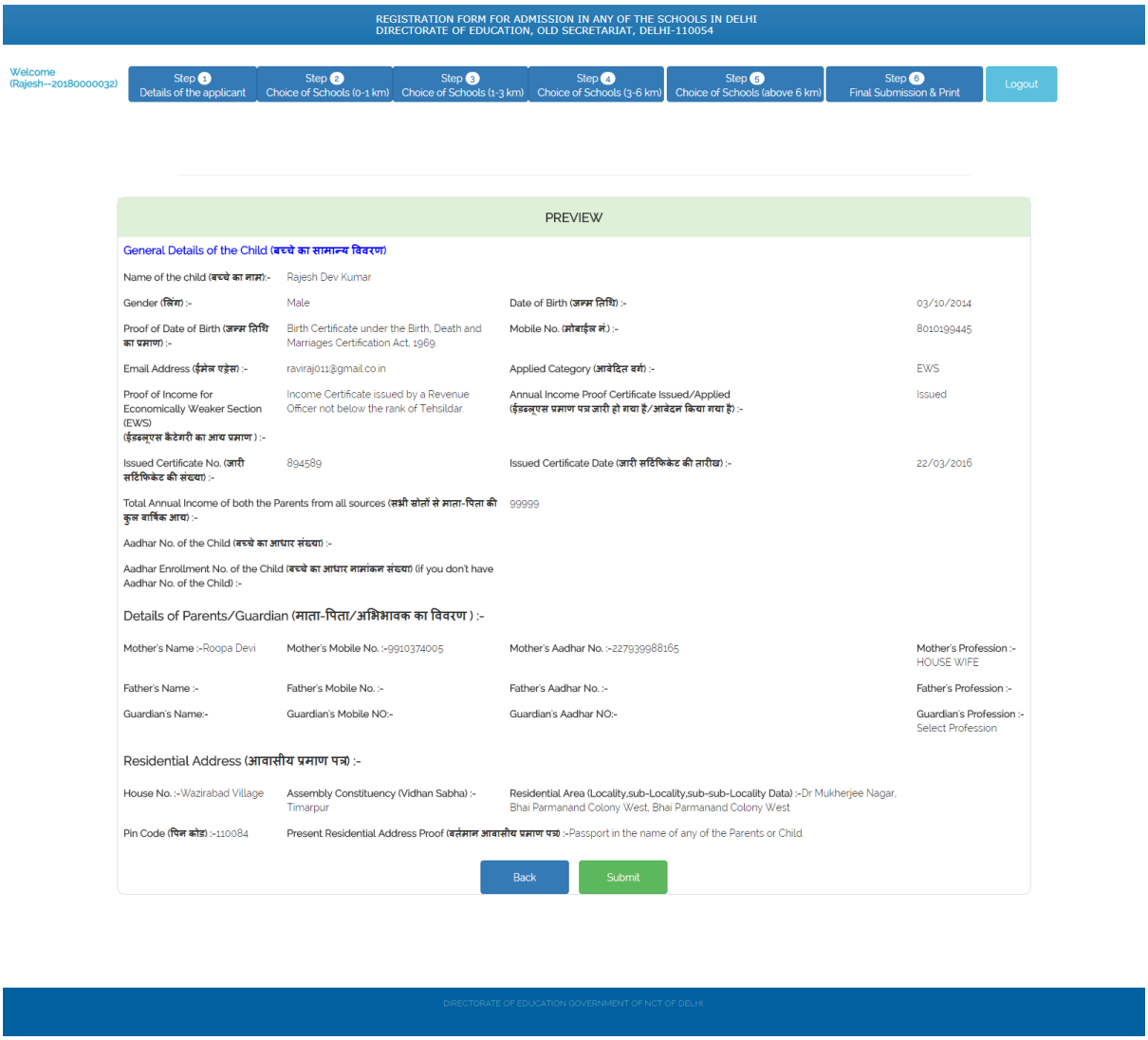


2.7 Carefully re-read all information. If you want to make any changes/corrections click on Back button & make correction.

If everything is okay, click on Submit button.

सभी भरी गई सूचनाओं को ध्यानपूर्वक पढ़ें। यदि आप इनमें कोई भी परिवर्तन/बदलाव करना चाहते हैं तो Back बटन पर क्लिक करने के बाद, आवश्यक बदलाव करें।

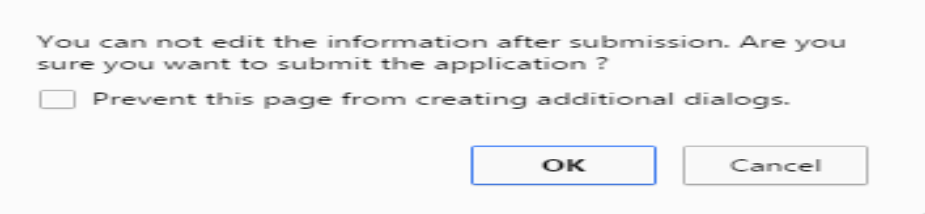
यदि भरी गई सूचना सही है, तो Submit बटन पर क्लिक करें।



2.8 On clicking the Submit button, a screen with message - "You cannot edit the information after submission. Are you sure you want to submit the application?" with two options OK or Cancel will appear.

Submit बटन पर क्लिक करने के पश्चात् स्क्रीन पर अग्रेंजी में एक मैसेज दो विकल्पों OK या Cancel के साथ दिखाई देगा जिसका मतलब है कि – " सबमिट के बाद आपके

द्वारा भरी गई सूचना में कोई भी बदलाव नहीं किया जा सकता है, क्या आप आवेदन को सबमिट करना चाहते है?''

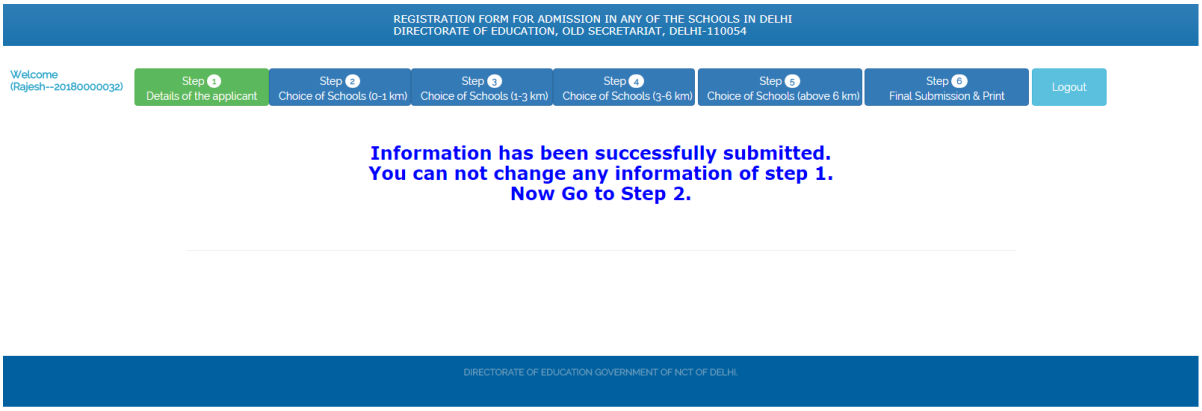


Click OK button for going to step 2. Click Cancel if you still want to make some changes/corrections.

चरण 2 (स्टेप 2) पर जाने के लिए OK बटन को क्लिक करें, अगर आप कुछ बदलाव करना चाहते है तो Cancel बटन को क्लिक करें।

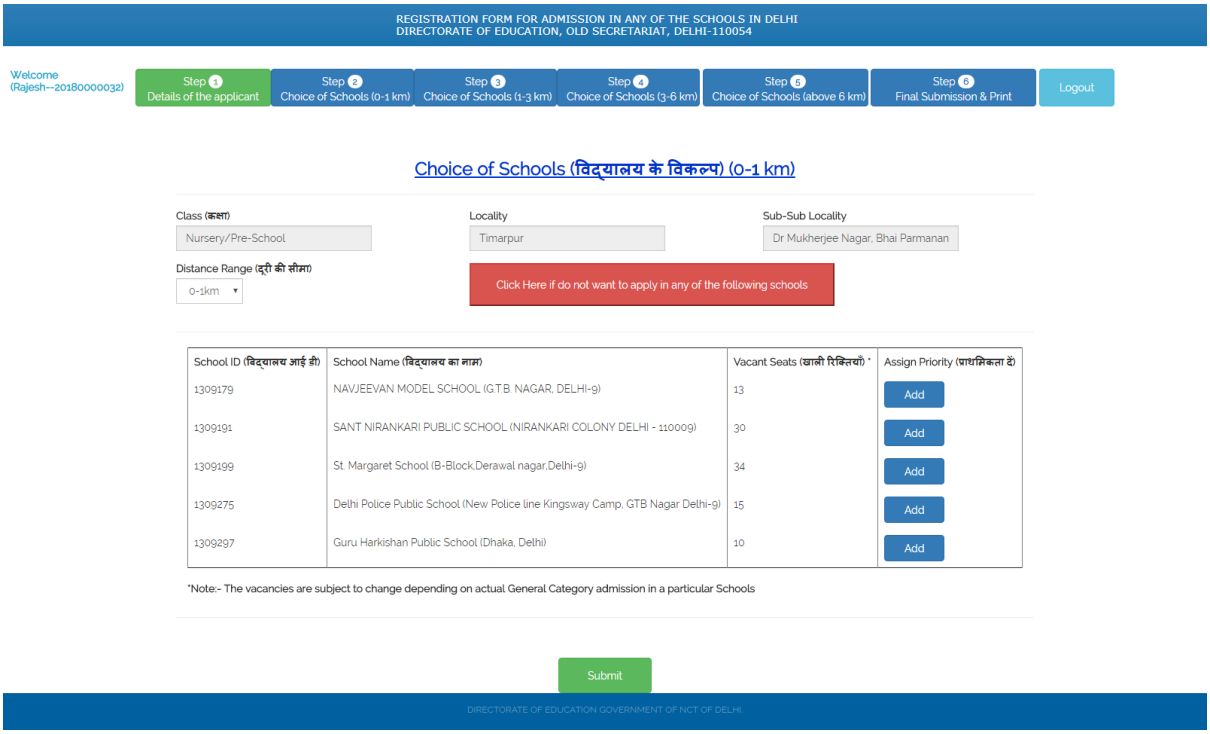
2.9 Once OK button is clicked, a message will appear on the screen "Information has been successfully submitted. You cannot change any information of step 1. Now Go to Step 2".

OK बटन को क्लिक करने के बाद स्क्रीन पर अंग्रेजी में सूचना दिखाई देगी जिसका मतलब है कि आपके द्वारा भरी गई सूचना सफलता पूर्वक सबमिट हो गई है। अब आप पहले चरण (स्टेप 1) की किसी भी सूचना में बदलाव नहीं कर सकते। अब दूसरे चरण (स्टेप 2) पर जाएं।



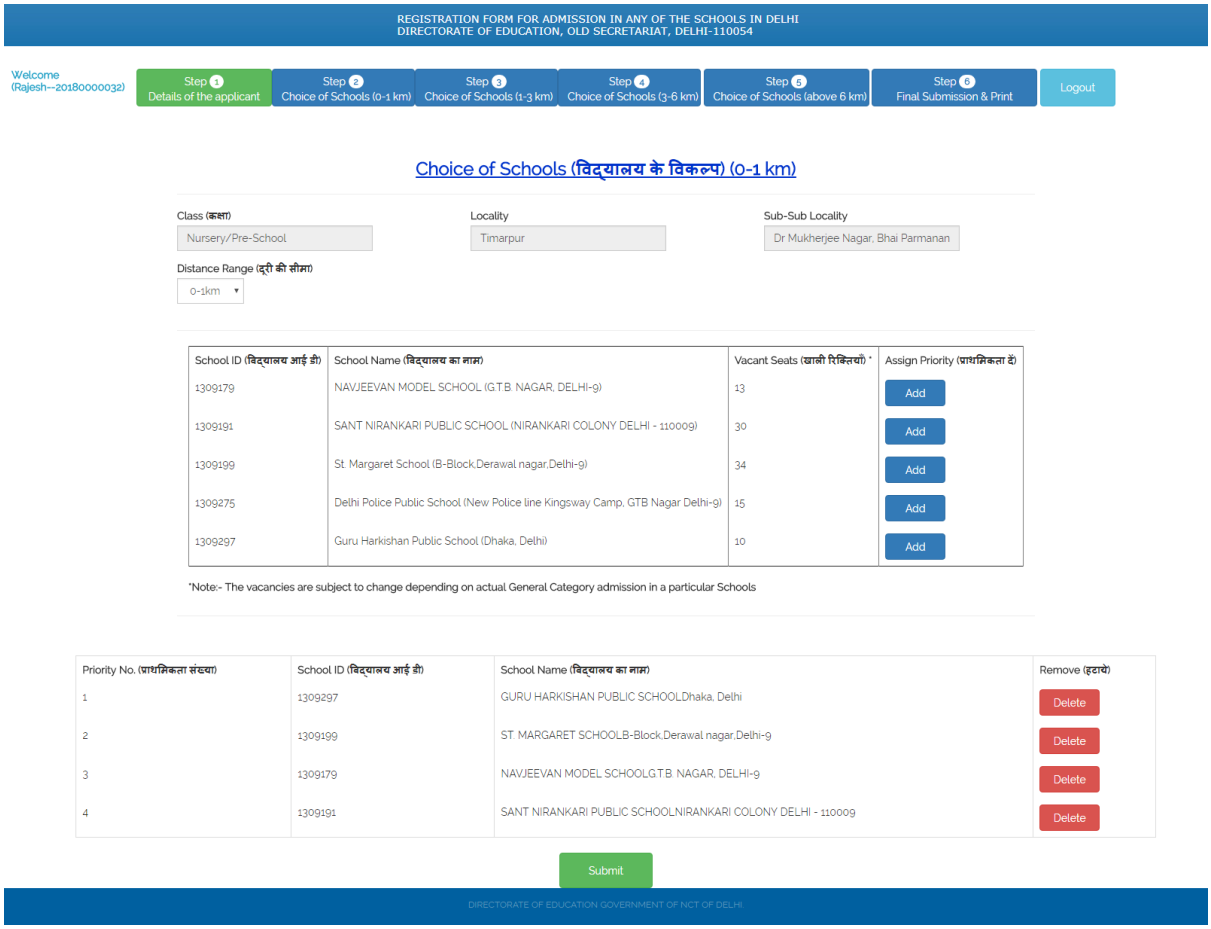
2.10 Click on Step 2 Choice of Schools (0-1 km) button. At step 2 page (Choice of Schools 0-1 Km), the list of schools in 0-1 km will be displayed . Click Add button to give priority to the schools.

Step 2 Choice of Schools (0-1 km) बटन को क्लिक करें। अब चरण 2 (स्टेप 2) में उन विद्यालयों की सूची आपकी स्क्रीन पर उपलब्ध है, जोकि आपके आवसीय क्षेत्र से 0–1 किलोमीटर की दूरी के अन्दर हैं। उन्हें अपनी प्राथमिकता अनुसार चुनने के लिए Add बटन पर क्लिक करें।



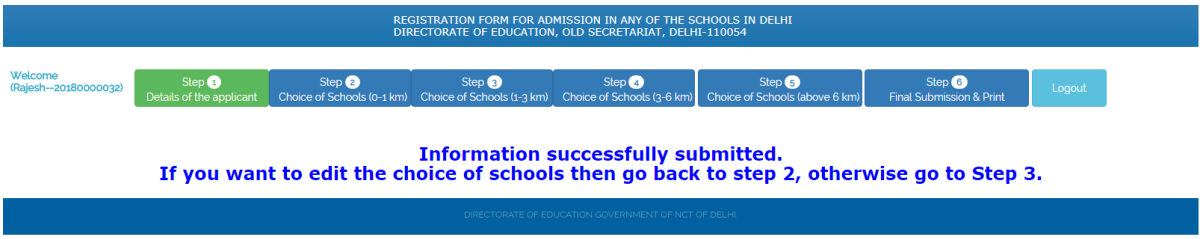
2.11 The list of schools so displayed will automatically get arranged based on the priority assigned by you. If you don't want to assign any priority/choose any particular school, it will not be reflected in your opted list of schools. You can also delete the name of the chosen school from the priority list by clicking on the Delete button. After completing your priorities, click on Submit button.

आपके द्वारा दी गई प्राथमिकता के अनुसार विद्यालयों की सूची स्वतः तैयार हो जाएगी। अगर आप किसी भी विद्यालय को प्राथमिकता नहीं देना चाहते हो तो वह विद्यालय आप द्वारा चुने गये विद्यालयों की सूची में शामिल नहीं होगा। अगर गलती से कोई विद्यालय आपके द्वारा चुन लिया गया है तो उसे हटाने के लिए Delete बटन का उपयोग करें। प्राथमिकता पूर्णतः सुनिश्चित करने पर ही Submit बटन को क्लिक करें।



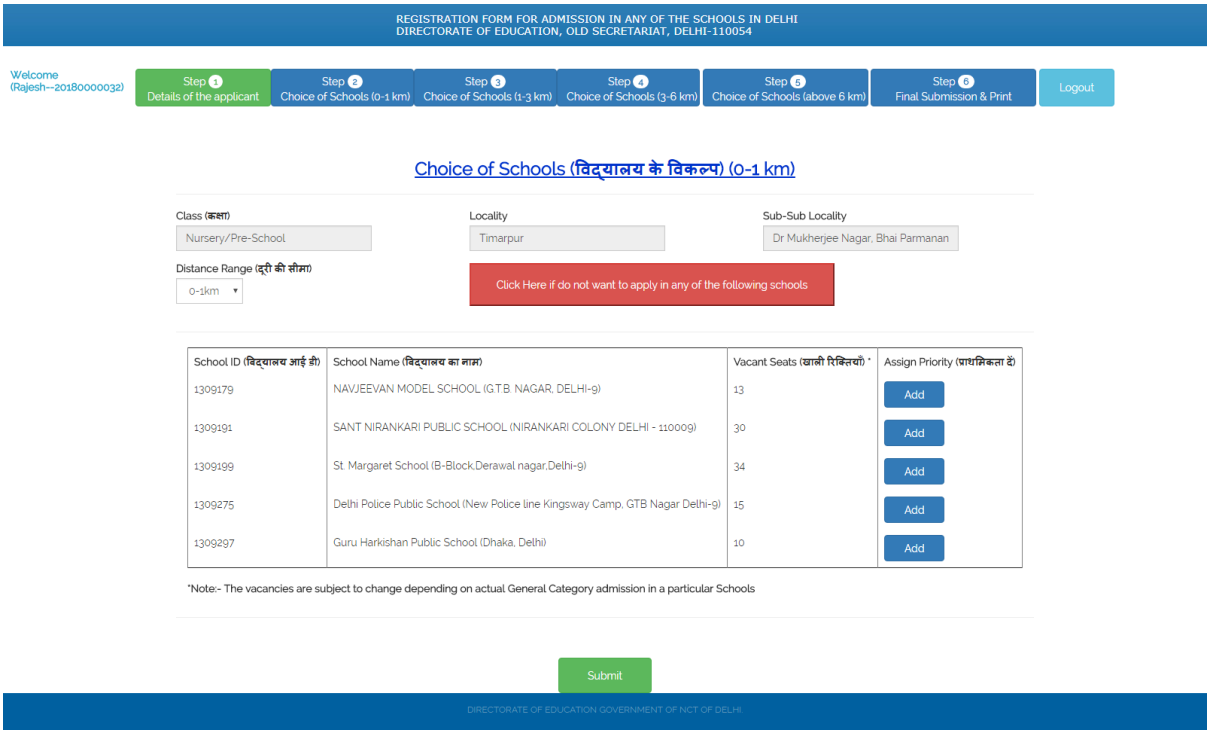
After clicking submit button, a message will appear on the screen "Information successfully submitted. If you want to edit the choice of schools then go back to step -2 , otherwise go to step- 3"

सबमिट बटन क्लिक करने के बाद स्क्रीन पर अंगेजी में सूचना प्रदर्शित होगी जिसका मतलब है कि "सूचना सफलता पूर्वक सबमिट हो गई है। यदि आप अब इसमें कोई बदलाव करना चाहते है, तो चरण–2 (स्टेप–2) पर वापिस जाएं, अन्यथा चरण–3 (स्टेप–3) पर जाएं।"



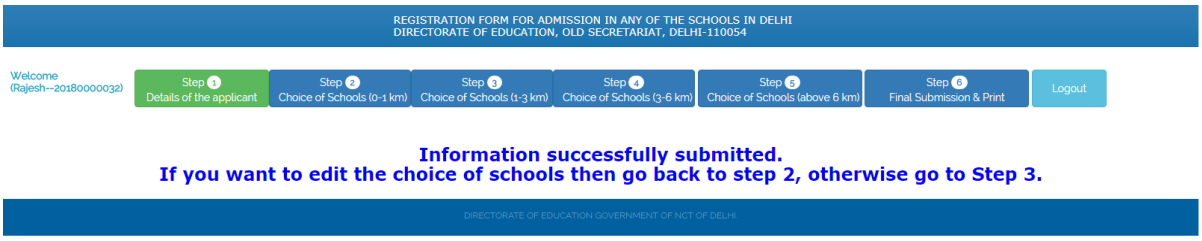
2.12 If you don't want to opt for any school in the 0-1 Km distance range, click on red button Click Here if do not want to apply in any of the following schools to go to step 3.

अगर आप 0–1 किलोमीटर की दूरी में दिये गये किसी भी विद्यालय को चुनना नहीं चाहते है, तो लाल बटन Click Here if do not want to apply in any of the following schools को क्लिक करके अगले चरण तीन (स्टेप 3) पर जा सकते हैं।



After clicking the red button Click Here if do not want to apply in any of the following schools, the following screen with the information will be displayed.

लाल बटन Click Here if do not want to apply in any of the following schools को क्लिक करने के पश्चात् एक सूचना स्क्रीन पर दिखाई देगी जिसका मतलब है कि "सूचना सफलता पूर्वक सबमिट हो गई है। यदि आप अब इसमें कोई बदलाव करना चाहते है, तो चरण–2 (स्टेप–2) पर वापिस जाएं, अन्यथा चरण–3 (स्टेप–3) पर जाएं।"



2.13 Step 3 (Choice of Schools 1-3 Kms) Step 3 Choice of Schools (1-3 km) has the schools in distance range of 1-3 Kms. Repeat the process mentioned at Serial No. 2.10, 2.11, 2.12 above for completing step 3.

चरण तीन (स्टेप 3) Step 3 Choice of Schools (1-3 km) में उन विद्यालयों की सूची है, जोकि आपके आवसीय क्षेत्र से 1–3 किलोमीटर की दूरी के अन्दर हैं। चरण तीन (स्टेप 3) को पूरा करने के लिए, उपरोक्त प्रक्रिया जोकि क्रमांक 2.10, 2.11, 2.12 पर दी गई है, को दोहराएं।

2.14 Step 4 (Choice of Schools 3-6 Kms) Step 4 Choice of Schools (3-6 km) has the schools in the distance range of 3-6 Kms. Again repeat the process mentioned at Serial No. 2.10, 2.11, 2.12 above for completing step 4.

चरण चार (स्टेप 4) Step 4 Choice of Schools (3-6 km) में उन विद्यालयों की सूची है, जोकि आपके आवसीय क्षेत्र से 3–6 किलोमीटर की दूरी के अन्दर हैं। चरण चार (स्टेप 4) को पूरा करने के लिए, उपरोक्त प्रक्रिया जोकि क्रमांक 2.10, 2.11, 2.12 पर दी गई है, को दोहराएं।

2.15 Step 5 (Choice of Schools above 6 Kms) Step 5 Choice of Schools (above 6 km) has the schools in the distance range of above 6 Kms. Again repeat the process mentioned at Serial No. 2.10, 2.11, 2.12 above for completing step 5. You can add maximum of 5 schools in this distance range.

चरण पांच (स्टेप 5) Step 5 Choice of Schools (above 6 km) में उन विद्यालयों की सूची है, जोकि आपके आवसीय क्षेत्र से 6 किलोमीटर से अधिक की दूरी पर हैं। चरण पांच (स्टेप 5) को पूरा करने के लिए, उपरोक्त प्रक्रिया जोकि क्रमांक 2.10, 2.11, 2.12 पर दी गई है, को दोहराएं। इस दूरी सीमा के अंतर्गत आप अधिकतम 5 विद्यालयों को ही चुन सकते हैं।

2.16 After completing step 5, click step 6 (Final Submission & Print) Step 6 Final Submission & Print.

चरण पांच (स्टेप 5) को पूरा करने के बाद, चरण छः (स्टेप 6) (फाइनल सबमिशन व प्रिंट के लिए) Step 6 Final Submission & Print बटन को क्लिक करें।

2.17 A page with the entire application form with filled in details will open. If you are okay with priority assigned to schools, tick mark [✓] accepting the declaration statement & click Final Submit button.

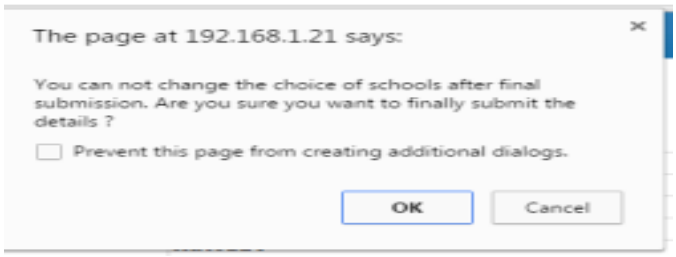
स्क्रीन पर भरी हुई सूचना सहित, पूरा आवेदन पत्र दिखाई देगा। अगर आप विद्यालयों को दी गई प्राथमिकता से संतुष्ट है, तो घोषणा को स्वीकार करते हुए सही का निशान [✓] लगा कर Final Submit बटन पर क्लिक करें।

A page will appear with message "You cannot change the choice of schools after final submission. Are you sure you want to submit the application?"

Two buttons will be there OK & Cancel.

फाईनल सबमिशन के पश्चात् स्क्रीन पर अंग्रेजी में सूचना दिखाई देगी जिसका मतलब है कि "फाईनल सबमिशन के पश्चात् चुने गये विद्यालयों में कोई बदलाव नहीं हो सकता, क्या आप आवेदन सबमिट करना चाहते हैं?"

यहां दो बटन OK एवम् Cancel उपलब्ध हैं।



2.18 If you are okay with the priorities assigned to the schools click on OK button. If not & want to make corrections/changes, click Cancel button.

यदि आप विद्यालयों को दी गई प्राथमिकताओं से संतुष्ट है तो OK बटन को क्लिक करें। यदि नहीं और कुछ बदलाव चाहते है, तो Cancel बटन को क्लिक करें।

2.19 If you click Cancel button, you can again visit step 2 to 5. Make necessary changes in priorities and repeat from Serial Number 2.16 onwards.

यदि आप, Cancel बटन को क्लिक करते है, तो आप चरण दो से चरण पांच (स्टेप 2 से स्टेप 5) पर जाकर पुनः प्राथमिकता में आवश्यक बदलाव कर सकते हैं और उसके बाद क्रमांक 2.16 से प्रक्रिया को दोहराएं।

2.20 If you click OK button, your application form will be submitted & all the information filled will be freezed. Thus no change can be made in the application form thereafter.

यदि आप OK बटन क्लिक करते है, तो आपका आवेदन सबमिट हो जाएगा। तत्पश्चात् उसमें कोई भी बदलाव सम्भव नहीं होगा।

2.21 Then the page will appear with option of Print button. Take Printout of application form for your future reference.

अंत में Print बटन का प्रयोग कर, आप भरे गये आवेदन का प्रिंटआउट लें, इसे भविष्य में उपयोग हेतु संभाल कर रखें।

REGISTRATION FORM FOR ADMISSION UNDER EWS/DG CATEGORY FOR THE SESSION 2018-19
DIRECTORATE OF EDUCATION, OLD SECRETARIAT, DELHI-110054

General Details of the Child (बच्चे का सामान्य विवरण)

Registration ID (पंजीकरण संख्या)	20180000032
First Name (पहला नाम)	RAJESH
Middle Name (मध्य नाम)	DEV
Last Name (आखिरी नाम)	KUMAR
Gender (लिंग)	Male
Date of Birth (जन्म तिथि)	03/10/2014
Proof of Date of Birth (जन्म तिथि का प्रमाण)	Birth Certificate under the Birth, Death and Marriages Certification Act, 1969.
Mobile No. (मोबाईल नं.)	8010199445
Email Address (ईमेल एड्रेस)	raviraj011@gmail.co.in
Applied Category (आवेदित वर्ग)	EWS
Proof of Income for Economically Weaker Section (EWS) (ईडब्ल्यूएस कैटेगरी का आय प्रमाण)	Income Certificate issued by a Revenue Officer not below the rank of Tehsildar.
Annual Income Proof Certificate Issued/Applied (ईडब्ल्यूएस प्रमाण पत्र जारी हो गया है/आवेदन किया गया है)	Issued
Issued Certificate No. (जारी सर्टिफिकेट की संख्या)	894589
Issued Certificate Date (जारी सर्टिफिकेट की तारीख)	22/03/2016
Aadhar No. of the Child (बच्चे का आधार संख्या)	
Aadhar Enrollment No. of the Child (बच्चे का आधार नामांकन संख्या)	
Class (कक्षा)	Nursery Pre-School

Details of Parents/Guardian (माता-पिता/अभिभावक का विवरण)

Mother's Name	ROOPA DEVI	Mother's Mobile No.	9910374005	Mother's Aadhar No.	227939988165	Mother's Profession	HOUSE WIFE
Father's Name		Father's Mobile No.		Father's Aadhar No.		Father's Profession	
Guardian's Name		Guardian's Mobile No.		Guardian's Aadhar No.		Guardian's Profession	
Total Annual Income of both the Parents from all sources (सभी स्रोतों से माता-पिता की कुल वार्षिक आय)	99999						
Residential Address (आवासीय पता)	Wazirabad Village						
Assembly Constituency (Vidhan Sabha)	Timarpur						
Residential Area (Locality,sub-Locality,sub-sub-Locality Data)	Dr Mukherjee Nagar, Bhai Parmanand Colony West, Bhai Parmanand Colony West						
Pin Code (पिन कोड)	110084						
Proof of Present Residential Address (वर्तमान आवासीय प्रमाण पत्र)	Passport in the name of any of the Parents or Child.						

Selected Schools (चुने गये विद्यालय)

Distance Range (दूरी की सीमा)	Priority No. (प्राथमिकता संख्या)	School ID (विद्यालय आई डी)	School Name (विद्यालय का नाम)
0 to 1 KM	1	1309297	GURU HARKISHAN PUBLIC SCHOOL - DHAKA, DELHI
0 to 1 KM	2	1309199	ST. MARGARET SCHOOL - B-BLOCK,DERAWAL NAGAR,DELHI-9
0 to 1 KM	3	1309179	NAVJEEVAN MODEL SCHOOL - G.T.B. NAGAR, DELHI-9
0 to 1 KM	4	1309191	SANT NIRANKARI PUBLIC SCHOOL - NIRANKARI COLONY DELHI - 110009
1 to 3 KM	1	1207172	VEERENDRA PUBLIC SCHOOL - 70, TIMARPUR ROAD, DELHI-54
1 to 3 KM	2	1207229	SACHDEVA CONVENT SCHOOL - JAGATPUR ROAD, STREET NO. 5, SANGAM VIHAR
1 to 3 KM	3	1309171	THE SRIJAN SCHOOL - 4-B, NORTH MODEL TOWN, DELHI-09
1 to 3 KM	4	1309229	LITTLE FAIRY PUBLIC SCHOOL - HUDSON LINE,KINGSWAY CAMP, DELHI-110009
3 to 6 KM	No School selected		
above 6 KM	No School selected		

I ROOPA DEVI, Mother of RAJESH DEV KUMAR hereby declare that the information given above is true and correct to the best of my knowledge and belief. I have read and understood all the provisions of the notification in this regard. In case any information is found false or incorrect on verification, the admission of my ward may be cancelled and I will be liable for the action to be taken against me as per law.
मैं ROOPA DEVI, RAJESH DEV KUMAR की माता एतद द्वारा घोषणा करती हूं कि मेरी ऐसी जानकारी और विश्वास के अनुसार उक्त जानकारी सत्य एवं सही है। मैंने इस संबंध में अधिसूचना के सारे उपबन्ध पढ़कर समझ लिये हैं। गलत बयानात करने पर कोई जानकारी झूठी या असत्य पाई जाती है तो मेरे बच्चे का प्रवेश रद्द किया जा सकता है व मैं अपने विरुद्ध कानून के अनुसार की जाने वाली कार्रवाई के लिए उत्तरदायी हूँ।

Print

2.22 Print out can be taken again also by logging in by using your registration number / Login ID & password by clicking the link “Login if already registered” on the home page/Starting page.
भविष्य में पुनः प्रिंट आउट लेने के लिए ‘‘पंजीकृत आवेदनकर्ता के लिए लॉगिन करें’’ पर क्लिक करें और अपने लॉगईन आईडी/रजिस्ट्रेशन संख्या व पासवर्ड का प्रयोग करते हुए लॉगिन करें।

GOVERNMENT OF NCT OF DELHI
DIRECTORATE OF EDUCATION
(PRIVATE SCHOOL BRANCH)
OLD SECRETARIAT, DELHI – 110054

No.DE.15/362/PSB/2017/21821-21827 **Dated :** 19/11/2018

CIRCULAR

Subject :- Inclusion of Private Schools Recognized under RTE, Act 2009 upto Elementary level in online computerized admission process for EWS/DG category children along with the schools recognized under DSEAR, 1973 (2018-19)

In continuation of this Directorate's Circular No.21648-53 dated 12-01-2018 and Circular No. 21557-63 dated 10.01.2018, the admission process for the children under EWS/DG category at the Entry Level Classes (Pre-School/Nursery, Pre-Primary/KG and Class-I) in Private Unaided Schools provisionally recognized upto elementary level by the Directorate of Education under RTE Act, 2009 for academic session 2018-19 shall also be conducted through COMPUTERIZED ONLINE ADMISSION SYSTEM along with the schools recognized under DSEAR, 1973.

Now no Private Unaided school recognized/provisionally recognized by Director of Education shall admit any child offline at entry level classes.

It must be noted that single application shall be filed by an individual applicant for online admission process. Multiple applications filed by an individual applicant shall lead to cancellation of candidature of the applicant, even after succeeding in draw of lots for admission.

The helpline number for registering any grievance relating to admission process of EWS / DG Category is changed from 8800355146 to 9818154069. **Now, new helpline numbers are 9818154069, 8800355192.**

Admission schedule & rest of the contents of aforesaid circulars shall remain unchanged.

This issues with the approval of competent authority.

(YOGESH PRATAP)
DEPUTY DIRECTOR OF EDUCATION (PSB)

Managements/H.O.S. of Private Unaided Recognized Schools
All DDEs (Districts)

No.DE.15/362/PSB/2017/21821-21827 **Dated :** 19/11/18

Copy to:-

01. PS to Secretary (Education), Directorate of Education, GNCT of Delhi.
02. PS to Director (Education), GNCTD.
03. All Regional Director of Education, GNCTD with the request to ensure the compliance of above said direction by all the district DDEs.
04. All Deputy Director of Education, GNCTD with the request to ensure the compliance of above said direction.
05. SO (IT) to upload the same on the Departmental module.
06. Guard File.

(YOGESH PRATAP)
DEPUTY DIRECTOR OF EDUCATION (PSB)

GOVERNMENT OF NCT OF DELHI
DIRECTORATE OF EDUCATION
(PRIVATE SCHOOL BRANCH)
OLD SECRETARIAT, DELHI – 110054

No. DE.15/362/PSB/2017/21557-63 **Dated:** 10/01/2018

CIRCULAR

Subject:- Guidelines for admission of EWS/DG Category children at Entry Level Classes (Pre-School/Nursery,Pri-Primary/KG and Class-I) in Private Unaided Recognized Schools (except minority schools) of Delhi for the academic session 2018-19.

1. In continuation of this Directorate's Circular No.12430-35 dated 04-12-2017 and 30.12.2017, Directorate of Education is facilitating admissions of Economically Weaker Sections /Disadvantaged Group Category in Private Unaided Schools recognized under Delhi School Education Act & Rules, 1973 at the Entry Level Classes (Pre-School/Nursery, Pre-Primary/KG and Class-I) for academic session 2018-19 by making COMPUTERIZED ONLINE ADMISSION SYSTEM.

2. Admissions of EWS (annual income less than one lakh rupees)/DG category (SC/ST/OBC Non-creamy layer/Physically Challenged/ Orphan and Transgender and all children living with or affected by HIV) shall be made through Computerized Lottery System in the said schools against 25% seats reserved for them under the provisions of Right to Education Act, 2009.

3. The schedule for the said online admission process is as follows:-

Admission Schedule:-

Uploading details of schools / residential areas falling in neighborhood of each participating school.	Upto 15/01/2018 (Monday)
# Taking suggestions from schools regarding residential areas in the neighborhood of the participant schools by a team set-up at the zonal level, for further streamlining of details.	15/01/2018 (Monday) to 18/01/2018 (Thursday)
Opening of online module for filling online application.	22/01/2018 (Monday)
Last date of submission of online application by the EWS/DG category applicants.	21/02/2018 (Wednesday)
The date of first computerized draw of lots.	07/03/2018 (Wednesday)

A facility is hereby provided to all participant schools to examine the list of schools / residential areas in the neighborhood. In case of any updation/ correction / suggestion, the same shall be addressed to the committee set-up in each zone where such representation can be submitted at the zonal offices between 10.00AM to 5.00 PM from 15/01/2018 (Monday) to 18/01/2018 (Thursday).

4. Any person residing in Delhi, having the residence proof of Delhi and requisite income Certificate (less than one lakh rupees annually) issued by the Revenue Department of GNCTD or BPL/AAY (ration card/Food Security Card holder are eligible for applying in these Private Unaided Recognized Schools for admission of their ward under Economically Weaker Section Category. The condition of minimum residency period of 03 years in Delhi for applying to admission under EWS & Disadvantaged Group Category has been waived off. (Copy of Circular No.DE-15/Act-I/WPC No.3168/13/2013/11734-11738 dated 14/11/2013 issued in pursuance of Hon'ble High Court of Delhi Order dated 07/10/2013 in WPC No.3168/2013 is enclosed Annexure-I).

5. Scheduled Caste, Scheduled Tribe, Other Backward Class (Non-Creamy Layer), Children with Disability as defined in the Right of Persons with Disability Act, 2016, Orphans, Transgender and all children living with or affected by HIV shall be considered as Disadvantaged Group Category as defined in Section 2 (d) of the RTE Act-2009. **(Income Certificate is not required to claim the benefit of DG Category).** (Copy of notification and instructions No.F.15(172)/DE/Act/2010/4926-40 dated 17/10/2012 in r/o 'Orphan' & notification dated 09/10/2014 in r/o Transgender and all children living with or affected by HIV are enclosed as Annexure-II,III & IV).

6. Regarding Age Limit.

(a) For admission the Pre-school(Nursery), Pre-Primary(KG) and class-I, the minimum age for admission in this class shall be three years, four years and five years respectively by 31st 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	Less than 04 years as on 31st March of the year in which the admission is sought.
For Pre-Primary	Less than 05 years as on 31st March of the year in which the admission is sought.
For Class-I	Less than 06 years as on 31st March of the year in which the admission is sought.

(c) The Hon'ble High Court stayed the aforesaid order vide its order dated 05.02.2016 in WPC 962/2016 in the matter of Suman Mishra Vs. GNCT of Delhi and other connected petitions and the stay had operated for academic year 2016-17 and 2017-18.

(c) The Hon'ble High Court stayed the aforesaid order vide its order dated 05.02.2016 in WPC 962/2016 in the matter of Suman Mishra Vs. GNCT of Delhi and other connected petitions and the stay had operated for academic year 2016-17 and 2017-18.

(d) The Hon'ble High Court vide its last order dated 30.10.2017 in WP(C) 1023/2017 and 3606/2017 disposed of all the connected petition regarding the fixing of upper age limit for EWS/DG category admission at the entry level classes in Private Unaided Schools of Delhi and fixed the age limit for the session 2017-18 as under:-

Class	Age limit as on 31.03.2017
Pre-school/Nursery	3-5 years
Pre-primary/KG	4-6 years
Class-I	5-7 years

(e) However, with a view to provide adequate notice/time to the parents/guardians to plan for the admission of their wards and in light of direction of Hon'ble High Court vide its order dated 20.01.2017 in WP(C) 408/2017 and WP(C) 409/2017 it has been decided to implement the above said upper age limit (as referred in Para 6(b)) with effect from 2019-20.

(f) Therefore, for academic session 2018-19, eligible age limits for admission in the entry level classes (Pre-School/Nursery, Pre-Primary/KG and Class-I) is as under as directed by the Hon'ble High Court vide order dated 26.04.2017 in WPC 3606/2017.

Class	Age limit as on 31.03.2018
Pre-school/Nursery	3-5 years
Pre-primary/KG	4-6 years
Class-I	5-7 years

7. 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. Mont Fort 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 receive Capitation fee, shall be punishable fine which may extent to 10 times the Capitation charged."

8. Monitoring Cell

A Monitoring Cell shall be constituted in each district under the Chairmanship of the Deputy Director (District), to redress the queries and grievances pertaining to online application of EWS/DG category admission and to ensure admission of successful candidates selected through computerized draw of lots in accordance with instructions and guidelines issued by DoE by each and every concerned Private Unaided Recognized School.

9. In addition to the above, for any grievance relating to admission process in EWS/DG category, complaints or queries may be registered at the link http://doepvt.delhi.gov.in or at helpline numbers 8800355192 & 8800355146 (between 10.00 AM to 5.00 PM on Monday to Friday).

10. All the above directions are issued for strict compliance by all concerned and non compliance of the order shall be viewed seriously.

This issues with the approval of Competent Authority.

(YOGESH PRATAP)
DEPUTY DIRECTOR OF EDUCATION (PSB)

No. DE.15/362/PSB/2017/21557-63 **Dated:** 16/01/2018

Copy to:

1. PS to Secretary (Education), Directorate of Education, GNCTD.
2. PS to Director, Directorate of Education, GNCTD.
3. All Regional Director of Education, GNCTD with the request to ensure the compliance of above said direction by all the district DDEs.
4. All Deputy Director of Education, GNCTD with the request to ensure the compliance of above said direction.
5. SO (IT) to upload the same on the departmental module.
6. Guard File.

(YOGESH PRATAP)
DEPUTY DIRECTOR OF EDUCATION (PSB)

Annexure-E

GOVERNMENT OF N.C.T. OF DELHI
DIRECTORATE OF EDUCATION (ACT-I BRANCH)
OLD SECRETARIATE, DELHI - 110 054

No. DE-15/Act-I/WPC No.3168/13/2013/ 11734-11758 Dated: 14/11/13

CIRCULAR

Attention of all recognized unaided private schools is invited to this Directorate's notification No. 130/22/DE/Act/2013/69 dated 07.01.2013 issued in exercise of powers conferred by section 3 (1) of the Delhi School Education Act 1973 (18 of 1973) read with rule 43 of Delhi School Education Rules 1973 and under the provisions of the Right of Children to Free and Compulsory Education Act, 2009. In this regard Hon'ble High Court of Delhi in its judgement dated 07.10.2013 in WP (C) No. 3168/2013, titled Himangi Vs Govt. of NCT of Delhi has restricted the meaning of Clause 2 (e) of said notification defining – "Child belonging to Weaker Section" only to mean a child whose parents have total annual income of less than one lakh rupees from all sources. The minimum residency period of 3 years in Delhi for applying to admission under EWS/DG categories has been quashed.

The above directions of Hon'ble High court of Delhi are to be strictly complied with by all private unaided schools.

This issues with the prior approval of Competent Authority.

The detailed judgement dated 07.10.2013 in the above said case is available under the given link.

ADDL. DIRECTOR OF EDUCATION (ACT I)

To

The Management of all unaided recognized private schools.

No. DE-15/Act-I/WPC No.3168/13/2013/ 11734-48 Dated: 14/11/13

Copy to:

1. P.S. to Principal Secretary (Education), Directorate of Education.
2. P.S. to Director (Education), Directorate of Education.
3. All RDEs/DDEs, Directorate of Education.
4. O.S. (I.T.) with the request to upload on the department's website in Public Circulars.
5. Guard File.

(PLATA TARA)
ASSTT. DIRECTOR OF EDUCATION (ACT I)

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
(EDUCATION DEPARTMENT)
OLD SECRETARIAT, DELHI-110054

Annexure-II

No. F.15(172)/DE/Act/2010/4926-40 Dated: the 17/10/2012

NOTIFICATION

No. F.15(172)/DE/Act/2010/ 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 under the provisions of Right of Children to Free and Compulsory Education Act, 2009, the Lt. Governor of the National Capital Territory of Delhi is pleased to amend the Delhi School Education (Free Seats for students belonging to Economically Weaker Sections and Disadvantage Group) Order, 2011 published vide Notification No. 15 (172)/DE/Act/2010/69 dated 07.01.2011 as following, namely :-

1. Short title and commencement - (1) This order may be called the Delhi School Education (Free Seats for students belonging to Economically Weaker Sections and Disadvantage Group) Amendment Order, 2012.

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

5. Amendment in Clauses 2 and 6. In the Delhi School Education (Free Seats for students belonging to Economically Weaker Sections and Disadvantage Group) Order, 2011, -

(I) In clause 2, in sub-clause (d) after the words "Child belonging to disadvantaged group" means a child belonging to the Scheduled castes, the Schedule tribes, the other Backward classes not falling in the creamy layer, child with special needs and suffering from disability as defined in the Persons with Disabilities (Equal Opportunities, Protection and Full Participation) Act, 1996", the following shall be added, namely :-

"Orphan as defined in The Juvenile Justice (Care and Protection of Children) Rules, 2007".

(II) In clause 6, after sub-clause (b) the following sub-clause (bb) shall be added, namely:-

"(bb) For the admission of child belonging to Orphan- a certificate issued by the Women and Child Development Department of GNCT of Delhi shall be considered".

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

(GAMLI PADU)
SPL. SECRETARY (EDUCATION)

No.F.15(172)/DE/Act/2010/4926-40 Dated the 17/10/2012

Copy to :-

1. Secretary, MHRD, Govt. of India.
2. Pr. Secretary to Lieutenant Governor, GNCT of Delhi.
3. Pr. Secretary to Chief Minister, GNCT of Delhi.
4. Secretary to Minister of Education, GNCT of Delhi.
5. OSD to Chief Secretary, GNCT of Delhi.
6. Secretary (Education), GNCT of Delhi.
7. Director (Education), GNCT of Delhi.
8. Director (Education), Municipal Corporation of Delhi.
9. Director (Education), New Delhi Municipal Council.
10. Chief Executive Officer, Delhi Cantonment Board.
11. Director, Directorate of Information and Publicity, GNC of Delhi.
12. All Addl. Directors/RDEs/JDEs/DDEs/ADEs, Dte. of Education, GNCT of Delhi.
13. All Branches Incharges, Dte. of Education, GNCT of Delhi.
14. OS (IT) with the request to place it on the website of Directorate of Education.
15. Guard file.

(GAMLI PADU)
SPL. SECRETARY (EDUCATION)

Annexure-I

[TO BE PUBLISHED IN PART IV OF DELHI GAZETTE EXTRA-ORDINARY]
GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
DIRECTORATE OF EDUCATION
OLD SECRETARIAT: DELHI-110054

Dated the 09.10.2014

NOTIFICATION

No.F.DE.23 (42)/DE/RTE/2013-14/1305-1314. In exercise of the powers conferred by clause (d) of section 2 of the Right of Children to Free and Compulsory Education Act, 2009 (35 of 2009) (RTE Act) the Lieutenant Governor National Capital Territory of Delhi is pleased to notify inclusion of a "transgender" child within the meaning of "child belonging to disadvantaged group" as defined in the said section of the RTE Act applicable to all schools situated within the National Capital Territory of Delhi.

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

(Dr. Madhu Rani Teotia)(IAS)
Additional Secretary (Education)

Copy to:-

1. Pr. Secretary to Hon'ble Lt. Governor, Delhi.
2. OSD to Chief Secretary, Govt. of NCT of Delhi.
3. Secretary, MHRD, Govt. of India.
4. Principal Secretary, Education, Govt. of NCT of Delhi.
5. Director (Education), Govt. of NCT of Delhi/Municipal Corporations of Delhi (East/North/South)/New Delhi Municipal Council/Chief Executive officer, Delhi Cantonment Board.
6. Director, Directorate of Information and Publicity, Govt. of NCT of Delhi.
7. All Addl. Directors/RDs/JDs/DDEs/ADEs of Directorate of Education, Govt. of NCT of Delhi.
8. All Branch In charges, Directorate of Education, Govt. of NCT of Delhi.
9. OS (IT) with the request to place it on the website of the Department.
10. Guard file.

(Dr. Madhu Rani Teotia)(IAS)

Annexure-IV

[TO BE PUBLISHED IN PART-IV OF DELHI GAZETTE EXTRA-ORDINARY]
GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
DIRECTORATE OF EDUCATION, OLD SECRETARIAT: DELHI-110054

Dated the 06.07. 2017

NOTIFICATION

No.F.DE.23 (67)/RTE/2017/ 1421-1433 – In exercise of the powers conferred by sub-clause (ii) (B) of clause (a) read with clause (d) of section 2 of the Right of Children to Free and Compulsory Education Act, 2009 (35 of 2009), the Lieutenant Governor, National Capital Territory of Delhi is pleased to notify inclusion of the words "all children living with or affected by HIV" within the meaning of "child belonging to disadvantaged group" as defined in clause (d) of section 2 of the said Act applicable to all schools situated within the National Capital Territory of Delhi.

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

(MARCEL EKKA)
Additional Secretary (Education)

No.F.DE.23 (67)/RTE/2017/1421-1433 Dated: 06.07.2017

Copy to:-

1. Pr. Secretary to Hon'ble Lt. Governor, Delhi.
2. Secretary, MHRD, Govt. of India.
3. Pr. Secretary to Chief Minister, Govt. of NCT of Delhi
4. Pr. Secretary to Minister of Education, Govt. of NCT of Delhi
5. OSD to Chief Secretary, Govt. of NCT of Delhi.
6. P. S. to Secretary (Education), Government of NCT of Delhi
7. P. S. to Director (Education), Government of NCT of Delhi
8. Director (Education), Govt. of NCT of Delhi/Municipal Corporations of Delhi (East/North/South)/New Delhi Municipal Council/Chief Executive officer, Delhi Cantonment Board.
9. Director, Directorate of Information and Publicity, Govt. of NCT of Delhi.
10. All Addl. Directors/RDs/JDs/DDEs/ADEs of Directorate of Education, Govt. of NCT of Delhi.
11. All Branch In charges, Directorate of Education, Govt. of NCT of Delhi.
12. OS (IT) with the request to place it on the website of the Department.
13. Guard file.

(MARCEL EKKA)
Additional Secretary (Education)