

(TO BE PUBLISHED IN PART-IV OF THE DELHI GAZETTE-EXTRA ORDINARY)
GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
(EDUCATION DEPARTMENT)
OLD SECRETARIATE, DELHI – 110 054.

No.15 (172)/DE/Act/2010/64

Dated: 07/01/2011

NOTIFICATION

No.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 the **Right of Children to Free and Compulsory Education Act, 2009** and in supersession of Order No.F/DE/15/ACT/2006/424 dated 25.1.2007 or any other order issued in this regard, except as respects things done or omitted to be done before such supersession, the Lt. Governor of the National Capital Territory of Delhi, hereby makes the following order, 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) Order, 2011.**
(2) This order shall come into force with immediate effect.
2. **Definitions** - In this order, unless the context otherwise requires:-
 - (a) “**Act**” means the Delhi School Education Act, 1973 (18 of 1973)
 - (b) “**Class**” includes the entry level class such as pre-school or first class as the case may be.
 - (c) “**Child belonging to weaker section**” means a child whose parents have total annual income of less than **one lakh rupees** from all sources and who have been staying in Delhi **for the last three years.**
 - (d) “**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.

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- (e) **“DAMC”** means District Admission Monitoring Committee set up under paragraph 7 of this order, in each district.
- (f) **“RTE Act”** means the Right of Children to Free and Compulsory Education Act, 2009.
- (g) **“School”** means a school as defined under section 2(n) (iii) and (iv) of RTE Act-2009.

3. Free seats for students belonging to weaker section and disadvantaged group:

- (a) All Schools shall admit children in class one to the extent of **at least twenty-five per cent** of the strength of that class, children belonging to weaker sections and disadvantaged groups in neighborhood and provide free and compulsory elementary education till its completion: Provided that where such school imparts pre-school education, the provisions shall apply for admission to such pre-school education.
- (b) No separate or exclusive class or shift shall be arranged for imparting education to the students admitted against free seats mentioned in sub-paragraph (a)
- (c) No tuition fee or any other charges or fee or fund shall be charged from the student admitted against the free seat.

4. Manner of admission against free seats – (a) The School shall display the total number of seats, the free seats available at entry level, the date of submission of applications for admissions against free seats in entry level, the date(s) of display of list of eligible candidates for draw, date(s) of draw, date(s) of display of list of successful candidates , date(s) of display of waiting list, date(s) of deposition of fees, last date of admission as per prescribed proforma (**Annexure-I enclosed**) on the notice board in the school and shall also notify the same to the concerned Dy. Director of Education by the **10th January 2011 and thereafter by 31st December** of the year proceeding the academic year for which such admissions are being made.

- (b) Total number of seats at the entry level i.e. nursery or Ist Class as the case may be shall not be less than the total number of seats in any other class of the school.

- (c) No registration fee, including charges of prospectus, shall be charged from the parents/children applying against free seat. The School shall provide **Common Admission Form (Annexure-II enclosed)** free of cost to parents/children as prescribed by the Directorate of Education. The application form would be available on the web-site of the DOE (www.edudel.nic.in). Parents may download the form and submit to the school concerned.
- (d) In case the number of applications for admission against the free seats at entry level classes exceeds the number of seats available, admission shall be made by draw of lots in the presence of parents of the applicants and of a nominee of Education Department, not below the rank of Vice Principal.
- (e) The School shall request the concerned District Dy. Director (Education) for the name of nominee of the department. The concerned District Dy. Director (Education) shall nominate an officer not below the rank of Vice Principal, who will work as an observer, during the process of admission. The entire proceeding of draw of lots shall be video graphed and CD/DVD shall be submitted to Dy. Director of Education along-with list of successful candidates on the same day or latest by the next day of the draw.
- (f) The School shall acknowledge the application for admission against free seats through a receipt and shall assign each application a **registration number**. The **Registration-Slip (Annexure III enclosed)** shall also indicate the date(s) of display of list of eligible candidates for draw, date(s) of draw, date(s) of display of list of successful candidates, date(s) of display of waiting list, date(s) of deposition of fees, last date of admission.
- (g) In case, the application of any child is found not to be in order and is rejected, the reasons for its rejection shall be recorded and communicated to the parents.
- (h) List of children admitted in the first list along with waiting list to the extent of 25% of seats under economically weaker sections quota shall be displayed on the notice board of the school on the scheduled date.
- (i) The School shall display the list of children to be admitted, under Free ship and general category, commonly in alphabetic order indicating (G) against general category children.

- (j) In case the number of applications for admission against the free seats is below the number of seats available, admission shall be made from the available applications and the vacant seats shall be re-notified for inviting further applications and also be notified to DAMC.
 - (k) The School shall furnish all such details as mentioned in paras (a), (c), (f), (g), (h) and (i) regarding free-ship seats on its website and also on official website of Directorate of Education giving all details **through the link provided by the department on the same day or latest by next very day of the such events.**
5. **General Conditions.**--- (a) No screening procedure i.e. interview, counseling, written or oral test of any type of parents or child shall be conducted for the purpose of admission in violation of section 13 (1) of RTE Act, -2009 otherwise the School shall be penalized as per section 13(2) (b) of RTE Act-2009.
- (b) Each school shall admit children from its neighborhood or extended neighborhood area, as notified by the Directorate of Education from time to time.
 - (c) The admission against the free seats shall be regulated by the Head of the School as per the provisions of the Delhi School Education Act, 1973 and RTE Act, 2009 and the Rules framed thereunder, subject to the provisions of this order.
 - (d) The Head of school shall be responsible for compliance of these orders for admission and will verify the list of students and other documents, so admitted.
 - (e) Any Authorized officer of Directorate of Education may verify such admissions and may call details/ records of such admissions
 - (f) The school shall up-load the details of admitted child on official website of the department as already specified above and **an unique ID** shall be generated for every admitted child, which shall remain the same during the stay of the child in the school.
 - (g) Free-ship benefit shall continue to be extended to each student admitted under the Free Quota, till he/she completes elementary education in that particular school.

6. **Documents required for admission on free-seat .---** (a) For the admission of child belonging to weaker sections - **Income –Certificate issued by a revenue officer not below the rank of Tehsildar or BPL Ration Card (yellow coloured) or AAY Ration Card (Pink coloured)** shall be considered as proof of income :

Provided that the parents of the child belonging to weaker section shall submit a **self declaration of annual income on an affidavit every year for continuation of free seat in the school once admitted against free seat.** However, no student shall be expelled or debarred from the school in case of non-submission of above mentioned documents without the prior approval of Director (Education), Dte. of Education, GNCTD.

- (b) For the admission of child belonging to disadvantaged group - a **certificate issued by a revenue officer not below the rank of Tehsildar or any other competent authority**, in the name of child or his/her parents shall be considered
- (c) The school shall not consider any other document except any one of the following documents, as **proof of residence :-**
- (i) Ration card issued in the name of parents (mother/father having name of the child)
 - (ii) Domicile certificate of child or of his/her parents.
 - (iii) Voter I-card of any of the parents
 - (iv) Electricity bill/ MTNL telephone bill / water bill / Passport in the name of any of the parents or child

7. **District Admission Monitoring Committee:** (a) There shall be a District Admission Monitoring Committee (DAMC) in each district and the concerned Dy. Director (Education), Directorate of Education, GNCTD, shall be the Chairperson of the DAMC, concerned Education Officers /Dy. Education Officers of Directorate of Education and concerned Education officer of MCD / NDMC/ Delhi Cantt. Board as the case may be shall be the member of DAMC

- (b) Any parent, aggrieved by the action of the school may file a complaint in writing to the DAMC, addressed to the concerned Dy. Director of Education (Chairperson).

- (c) The DAMC shall maintain the Register / database of grievances and will take immediate appropriate action for their redressal. The information shall also be made available on the website of the Directorate of Education by DAMC
 - (d) The DAMC shall prepare cluster /zone-wise vacancy data for free-seats and shall forward the names of children to schools where vacant seats are available, for admission against free-seats, following the principle of neighborhood school.
 - (e) The DAMC may call for the details from any school under its jurisdiction for ensuring the compliance of this order/notification.
 - (f) The DAMC shall establish a **Help-Desk** in the district office to help parents / guardians regarding admissions under free ship quota and other procedures, during office hours manned by two well-conversant officials of the District/Zone. The help desk shall be functional till the admission process is closed.
 - (g) The School shall file annual return in the prescribed proforma (**Annexure-IV enclosed**) to the DAMC of the concerned district regarding details of admissions made within 10 days of the closure of admission
8. The schools providing free and compulsory elementary education under Right of Children to Free and Compulsory Education Act, 2009 shall be **reimbursed** by the Government to the extent of per-child-expenditure incurred by the State Government and Local Authorities, or the actual amount charged from the child, whichever is less, as per section 12 (2) of RTE Act, 2009 :


Provided further that where such school is already under any obligation to provide free education to a specified number of children, on account of it having received any land, building, equipment or other facilities, either free of cost or at a concessional rate, such school shall not be entitled for reimbursement to the extent of such obligation.

9. **The school shall open separate bank account for reimbursement in a Scheduled Bank.**

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10. The Director (Education), Government of National Capital Territory of Delhi may , if he is of opinion that in the interest of school education in Delhi, in general and in order to implement the provisions of this order in particular, it is necessary so to do, may issue instructions/guidelines /clarifications from time to time.

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



07-01-2011

(SURESH GUPTA)

Addl. Secretary of Education (Admn.)

Annexure - 1

(For Admission in Entry level classes for session 2011-2012)

Name of School =

Total number of seats at entry level =

S.No	Detail	
1	Seats available	(a) General Seats :- (b) Free-Seats :- (Atleast 25% of total seats)
2	Date of starting of distribution of Admission - Form.	
3	Last date of distribution of Admission - Form.	
4	Date of starting of submission of Admission - Form.	
5	Last date of submission of Admission - Form.	
6	Date of draw/lottery (if application are more than number of seats available in each category).	
7	Date of Display of list of eligible candidates for Draw/lottery.	
8	Date of display of list of successful candidate in Draw along with 1st waiting list.	
9	Last date of deposit of fee for successful candidate).	
10	Date of display of II nd waiting list alongwith last date of deposition of fee of I st waiting list.	
11	Date of display of IIIrd waiting list alongwith last date of deposition of fee of II nd waiting list	
12	Date of deposition of Fee of III rd waiting list & so on.	
13	Last date of Admission/closure of Admission.	
<p>Note:- Admission shall be done only by draw of lots/lottery. There will be no screening or written test, or interview on profiling of child/parents.</p>		

Annexure - II

Common Application Form for the Admission under Free Ship Quota

Registration Number (To be filled by the school)	<input type="text"/>	A	Weaker Section	<input type="checkbox"/>
		B	Disadvantaged group	<input type="checkbox"/>
			(Please Tick whichever is applicable)	
1. Name of the School :	_____			
2. Name of the Child :	_____			
3. Name of the Parents :	_____			
Mother :	_____			
Father :	_____			
4. Residential Address :	_____			
5. Proof of residence enclosed _____	(Refer Clause 6(c) of notification)			
6. Profession of the Parents :	_____			
Mother :	_____			
Father :	_____			
7. Total Annual Income of Parents from :	_____			
all sources	_____			
8. Proof of Income enclosed :	_____ (Refer Clause 6(b) of notification)			
9. Proof of Disadvantaged group: _____	(Refer clause 6(a) of notification)			

Declaration by the Parents

I (Name) father/mother of
..... (name of the child) hereby declare that the information mentioned
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 found false or incorrect on
verification, the admission of my ward may be cancelled.

Signature of the Parents

Dated:

Annexure -III
Registration Slip (To be issued to Parents)

Application of (Name of the Child) S/o/ D/o
..... Received on (date).

Registration Number :

A Weeker Section
B Disadvantaged group

- a) Date of draw of lots (if required) : _____
- b) Date of Display of eligible candidate for Draw/Lottery : _____
- c) Date & Display of successful candidate alongwith 1st waiting list : _____
- d) Dates for admission and deposition of fees From : _____ To : _____
of successful candidates.
- e) Date for display of II nd waiting list and date of From : _____ To : _____
deposition of fees from 1st waiting list
- f) Date of display III rd waiting list & date of From : _____ To : _____
deposition of fees from II nd waiting list
- g) Last date of Admission : _____

Signature of Head of the School/ Admission Incharge

Annexure-IV (Annual Return)

Name of School-

District-

Class	Total No. of Seats-class wise	Total No of Vacant seats class wise (2011-12)	Total no. of seats filled up under Free-ship Quota 2011-12	Seats still available under Free-ship Quota	Total applications received under Free-ship Quota	Date upto which Free-ship quota applications were received	Last date of admissions.
I							
to							
XII							

Note :- The Annual Return is Annexure- IV to be filed within 10 days of closure of admission