

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

No.DE 15 (1025) /PSB/2022/4389-4396

Dated: 12/05/23

CIRCULAR

SUBJECT: Guidelines for admission of EWS/DG & CWSN Category Students in Private Unaided Schools of Delhi Recognized under RTE Act and DSEAR Act by Govt. of NCT of Delhi at Entry Level Classes for the academic session 2023-24 selected through 2nd Computerized Draw of Lots.

In continuation of this Directorate's order dated 13.01.2023, 17.01.2023, 02.03.2023 and 14.03.2023 (Copy enclosed), following instructions are issued for all concerned for taking necessary action:

1. The 2nd Computerized draw of lots for Online Applications received from EWS/DG & CWSN Category students for admission at the Entry Level Classes (Nursery/Pre-School, KG/Pre-primary, Class-I) has been conducted on 12/05/2023 (Friday).
2. The successful candidates/applicants of the 2nd computerized draw of lots shall be informed about the school allotted for admission under EWS/DG & CWSN category through SMS on their registered mobile number, within 24 hours of completion of draw of lots.
3. The applicants can check the name of the school allotted through 2nd Computerized Draw of Lots using Registration ID & Date of Birth at the link '**EWS/DG Result 2023-24**' in the module '**EWS/DG Admission 2023-24**' available at the Home page of the departmental website www.edudel.nic.in.
 - a) If the applicant has been allotted the school, the screen will show the allotted school name.
 - b) If the applicant has not been allotted any school, the screen will show a message that '**It is regretted that you have not been selected in the draw of lots.**'
 - c) If the applicant enters wrong Registration ID/Date of Birth then the screen will show a message that '**No Record Found**'.
4. The successful applicants shall approach the school allotted through computerized draw of lots on or before 24/05/2023 (Wednesday) up to 1 PM during school hours along with the following documents as per the information filled in the online application form:

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- (a) Print out of the application filled.
- (b) Two photographs of the candidate.
- (c) Copy of Aadhar Card of Child (ID Proof)
- (d) Self Attested photocopy of proof of date of birth.
- (e) Self Attested photocopy of Residential Proof.
- (f) Self Attested photocopy of documentary proof for EWS/DG & CWSN category, whichever applicable.

The parents/guardians shall also keep the original documents with themselves for verification by the school authority.

5. If the successful applicant fails to approach/report the school upto 24/05/2023 (Wednesday) up to 1 PM as per message communicated through SMS to successful candidates for completing the formalities for admission under EWS/DG & CWSN category, his candidature shall be cancelled.
6. The School can check the details of the students/applicants allotted through computerized draw of lots on departmental website i.e. www.edudel.nic.in. Using the school ID and Password through the link **School Plant-EWS-EWS/DG Result 2023-24**.
7. The School can see all the online applications details of the allotted applicants by using the link as mentioned above.

In this connection, respective Unaided Recognized Private Schools are hereby requested to do the following:-

- (i) Place an enlarged printout of the list of students outside the school gates for the information and ease of parents.
- (ii) **Many parents may be approaching private schools for the first time. Therefore, in order to help and facilitate the parents of EWS/DG & CWSN category children, the concerned schools must set up Help Desks within the school premises to explain to the parents the formalities regarding paper work etc. required for admission.**
- (iii) Schools shall not deny admission to the successful candidates who have filled details of only one of the parents in the online application form.
- (iv) It should be ensured by school authorities that the admission to EWS/DG & CWSN category successful candidates shall not be denied on frivolous ground e.g. one or two letters are different in any name in some document.
- (v) Heads of the concerned Private Unaided Recognized Schools shall not unnecessarily sends the parents to the Department, for making amendments/correction in the online application forms, as the same cannot be done at this stage. Rather, they should be taking a decision based on genuineness/merit of the specific cases and must not deny admission on unjustified frivolous grounds.

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- (vi) Admission is to be granted as soon as possible so that children can join the academic session on the very first day itself.
- (vii) The school shall not charge tuition fee from the students admitted under EWS/DG & CWSN category. Further, **schools have to provide the free books, school uniforms and writing material to each and every student admitted under EWS/DG & CWSN category, as is mandated for other children** at the time of admission, or in any case, before 24/05/2023.
- (viii) Schools are advised to hold introductory session for all parents together including the parents of EWS/DG & CWSN category children.
- (ix) The school must confirm details of the EWS/DG & CWSN category successful candidates from the supportive documents produced by them.
8. The school shall carefully carry out the necessary scrutiny/verification of the documents produced. The school must also verify the genuineness of EWS/DG & CWSN certificates issued by the different department through online (<http://edistrict.delhigovt.nic.in>), if available, or in writing from the office of issuing authority.
9. Income certificate issued by the Competent Authority declaring the total annual family income less than Rs.1,00,000/-is a valid document for admission under EWS category whether it is in the name of mother or father or guardian of the child.
10. The school shall not ask for income certificate from those EWS category parents who submit copy of BPL/AAY/Food Security Card issued by Food and Civil Supply Department, GNCT of Delhi.
11. The school shall not ask for any Income Certificate from the parents/ applicants who have been selected under DG category.
12. The school shall not impose the condition for the copies of the documents produced at the time of admission to be attested by a Gazetted Officer. Self Attested documents must be accepted by the school. However, verification with original documents must be carried out by the school.
13. The school shall issue proper acknowledgement against the request of the parents/guardian seeking admission in the school as declared in the computerized draw of lots.
14. **The school shall call all candidates allotted through computerized draw of lots on their registered mobile number informing about the selection in the school and last date of admission.**
15. The school shall not refuse to grant admission to EWS/DG & CWSN category children on the ground of distance range.
16. Every selected student has been allotted a Serial Number in order of their selection in the respective school through computerized draw of lot and list of candidates has been forwarded online in the same order to the respective schools. **The school shall give**


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admission to the selected candidates in order of the Serial Number allotted to the candidate through computerized draw of lots and as available on the online module.

17. The school, by 26 May 2023 (Saturday) shall update the correct admission status as per the options available on the web page of the respective schools (Admitted/provisionally Admitted/Not Reported/ Rejected/In waiting) in respect of the applicants allotted through computerized draw of lots. The said details shall be updated daily through the link School department website www.edudel.nic.in. **School Plant---EWS---EWS/DG Result 2023-24** available on departmental website www.edudel.nic.in.
18. On the above mentioned link, the school shall clearly specify, in detail, the reason of rejection, if any selected applicant is denied the admission. The category of the reasons may be selected from the following grounds:-
 - Non-submission of valid date of birth proof of the candidate.
 - Non-submission of valid residence proof. Non-submission of valid EWS/DG & CWSN proof.
 - Mismatch of address details filled in the online form & documents produced at the time of admission.
 - For EWS, the Income Certificate does not show annual income as less than one lakh per annum.
 - Duplicate Entry found at any stage of admission will be liable for rejection.

General Instructions for all concerned:-

1. **The school once allotted to the applicant through the computerized draw of lots shall not be changed under any circumstances.**
2. The admission of the child shall be cancelled in case the documents submitted by the applicant at the time of admission are found to be forged/fake or not supportive at any stage.
3. For any clarification/grievances in this context, parents/school may contact on the EWS helpline number 8800355192 and 9818154069 on working days from Monday to Friday between 10:00 am to 5:00 pm. Parents can also file their grievances/complaints on the GRMS portal at <http://doepvt.delhi.gov.in>
4. All the grievances related to Private Unaided Recognized of DoE, all aggrieved parents can approach concerned Nodal Officer appointed vide order dated 17.04.2023 in concerned District office.
5. For any clarification/grievances in this context, parents/school may contact respective Dy. Director of Education (District/Zone). All District DDEs are requested to ensure that above said instructions are adhered strictly by all the Unaided Private Recognized Schools. To this effect all DDE District of Directorate of Education will setup a Help Desk to facilitate and redress grievances of Parents of EWS/DG including CWSN category. Similarly MCD will also create Help Desk to facilitate the said category children.

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6. All DDE Zone will organize an orientation programme to make aware EWS/DG including CWSN parents who's ward got selected through computerized draw of lots about the facilities/benefits available under EWS/DG category students as per RTE Act 2009 and Delhi RTE Rules 2011.
7. Further, all Dy. Directors of Education (District/Zones), Nodal officers appointed vide order dated 17.04.2023 of Directorate of Education GNCTD shall attend the EWS/DG & CWSN parents sympathetically and resolve their grievances, if any, related to admission in co-ordination with respective school and shall insure appropriate directions to the schools regarding admission of the applicant, if necessary.

This issues with the prior approval of the Competent Authority.

(Signature)
12/5/23

(BIMLA KUMARI)
DEPUTY DIRECTOR OF EDUCATION (PSB)

HOS/Managers

1. All Private Unaided Recognized Schools of Delhi, recognized under DSEAR & RTE Act by Directorate of Education GNCTD. (Except minority)

No. DE.15(1025)/PSB/2022/ 4 389-4396

Dated: 12/05/23

Copy for information to:-

1. P.S. to Director, Education Department, GNCT of Delhi.
2. P.S. to Secretary, Education Department, GNCT of Delhi.
3. P.S. to Spl. Director, Education Department, GNCT of Delhi.
4. PA to (Director) Education, MCD, with the request to issue similar circular/guidelines to the students/schools under their jurisdiction.
5. All Special/Addl. Directors/RDs/JDEs, Dte. Of Education, GNCT of Delhi.
6. DDEs Directorate of Education, GNCT of Delhi, ensure that above said instruction are adhered strictly by all the Unaided Private Recognized Schools.
7. OS (IT) with the request to upload it on the departmental website.
8. Guard file.

(Signature)
12/5/23

(BIMLA KUMARI)
DEPUTY DIRECTOR OF EDUCATION (PSB)

