



GOVERNMENT OF HARYANA/हरियाणा सरकार
Directorate Elementary Education
मौलिक शिक्षा निदेशालय

शिक्षा, संस्कृति एवं विकास
 Education, Culture and Development

School Education, Haryana
 विद्यालय शिक्षा, हरियाणा

तमसो मा ज्योतिर्गमय
 Lead me from Darkness to Light

E-mail: eduprimaryhry@gmail.com - Site: www.harprathmik.gov.in

Regd.
 सेवा में,

राज्य के,
 सभी जिला शिक्षा अधिकारी व
 सभी जिला मौलिक शिक्षा अधिकारी।

यादी क्रमांक- 33/1-2017 पी0एस0 (ई0-1)
 दिनांक पंचकूला :-

विषय:- नियम 134-ए के अंतर्गत शैक्षणिक सत्र 2020-21 में कक्षा 2 से 12 तक EWS एवं BPL परिवारों के छात्रों के दाखिले हेतु आनलाईन प्रक्रिया शुरू करने बारे।

उपरोक्त विषय के संदर्भ में।

विषयांकित मामले में आपको सूचित किया जाता है कि नियम 134-ए के तहत छात्रों के दाखिले हेतु आनलाईन प्रक्रिया दिनांक 06.03.2020 से 20.03.2020 तक लिंक **134a-hr.in** पर शुरू कर दी जाएगी। 134-ए के तहत आवेदन करने हेतु दिशा निर्देश जारी किए गए हैं, जोकि संलग्न हैं।

संलग्न:- दिशा निर्देश।

[Signature]
 अधीक्षक पी0एस0(ई0)
 कृते: निदेशक मौलिक शिक्षा हरियाणा,
 पंचकूला।

दिनांक- 05-3-2020

पृष्ठांकन क्रमांक सम-

उपरोक्त की एक प्रति निम्नलिखित को सूचनार्थ एवं आगामी आवश्यक कार्यवाही हेतु भेजी जाती है।

1. निदेशक स्कूल शिक्षा विद्यालय की प्राइवेट स्कूल शाखा।
2. उपनिदेशक, I.T. Cell (H.Q.)

[Signature]
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134-A Academic Year 2020-21 Instructions:-

Based on the training for 134A online admissions held last year for all District and Block level officials, we this document has been prepared for this year's guidelines.

1. **The forms for this academic session (2020-2021) will be filled Online only. The District and Block level officers will ensure their full support for filling and assisting parents in submitting the form.**
2. **For parents willing to submit the online form, District and Block officers must assist the applicants in filling and submitting the form.**
3. **If parents have any additional queries, they should be given the helpline number 011-40849062. Parents can give a call on this number and the trained receivers will address their queries.**

Points to be considered in 2020-2021 academic session:

1. For filling the form online use **www.134a-hr.in** and click on student registration,
Note: DO NOT USE ANY OTHER LINK
2. Registration of students: Details instructions are also clearly mentioned on all the pages of the online form.
3. **Personal details:**
 - a. **Last Name** is NOT mandatory. *For those who have filled it as "Not given" or have filled same as first name is accepted.*
 - b. **Class Applying for:** This is a **mandatory field** to select the class in which the student wants to get admitted.
 - c. **Student Registration Number (SRN): [10 digit number]** This is a **mandatory field** issued by the schools in which the student is currently studying and it is issued at the time of admission for every student in Haryana. For students who do not have this, they must ask their schools for it. Only if a student gets in written from a school teacher/ headmaster that a SRN is not issued against that child, he/she can fill **Ten Times Zeros (0000000000)**. The students who were not studying under any formal school may also fill **Ten Times Zeros (0000000000)**.
 - d. **Previous school attended - TYPE:** The option to select **Government/ Private School**.

Block level officers must verify the school of the applicant from the list of recognized schools (use UDISE data) and the existing school list (contact department or DEO) issued by the department before submitting the

application. For other applications being filled from cyber cafes and other places, the online system will verify the school's name if available in the database.

- e. **Previous School attended - UDISE Code: [11 digit number]** This is a **mandatory field** issued by the previously attended school. If the Udise code is not of the school which is already there in the database, the school name is to be entered manually.
- f. For **Government School**: Percentage of marks scored in the last **3 monthly exams** to be entered. According to policy the **minimum marks in each exam should be 50%** and **average should be 55%** for the student to be eligible for admissions' selection process.
For **Private School**: No entry of marks required at this stage.
- g. **Email-id and Mobile number**: Email id is an optional field and Mobile number is a **mandatory field**. This mobile number should be of the child/ parent whose application is being filled. **OTP and Registration number** will be sent to the mobile number.

4. Parent details :

- a. Under Category, for those parents belonging to SC/ BC and having **total annual income less than 2 lakhs** are eligible to fill if they have a **Valid Income Certificate**. They can fill under the EWS category.
- b. **BPL/EWS card number**: Minimum 6 alphanumeric characters.
- c. **BPL/ EWS Issue date**: Issue date is written on the card. If it is not mentioned on the card current date to be filled i.e. on the date which application form is being filled. **For EWS - Income certificate Issue date is mandatory and should not be one year old.**
- d. **EWS income certificate**: The process of making the income certificate is online and the parents can be guided by the District and Block officers.

5. Address details:

- a. If a student has an address proof of a certain block and is staying at the same address, but wants to apply to schools of other blocks, he/she can choose from "**outside block schools**" option in the application form.
- b. If a student has an address proof of a certain block (X), but is residing in a different block (Y) and wishes to apply to schools in this block (Y), s/he needs to get a transfer certificate issued duly countersigned by the authorities mentioning the change of address.
- c. The responsibility of obtaining and submitting the valid documents is on the parent.

6. Documents Details:

- a. The block level officers/ operators/ whoever is filling the form must verify and ensure that the parents have the original documents (at least 1 under each category) before submitting the application.
- b. No documents need to be uploaded at the time of form submission, but the correct number of the documents to be mentioned for verification.
- c. No hard copies need to be submitted while applying online.
- d. First document verification will take place on or before the day of the exam at the block level. Instructions should be issued by the block officers to all the appearing students to carry a photo Identification card (Aadhar card/ old school ID card or mark sheet / new ration cards that carry photo of the child/ any other ID proof that has photo of the applicant).
- e. A copy of this form should also be kept safely along with other documents for verification.

7. Select schools:

- a. Applicants can select a maximum of 15 schools, out of which maximum 5 can be outside the block.
- b. As per the directions issued by the Education Department, only currently recognized schools which have verified their details and declared vacancies of seats will be visible in the list and are allowed to admit children under 134A.
- c. Unrecognized schools or currently have applied for recognition cannot admit students for this session and hence a student cannot apply to such schools.

8. Submit and print the application :

- a. Once the application is submitted and successful registration is done, after careful entering the details, changes should not be made.
- b. A copy of the application form can be generated by clicking on the "Print" option and saving a PDF copy of this with the applicant.
- c. A copy of this form should also be kept safely along with other documents for verification.

9. Others:

- a. The login ID's and passwords for Districts (DEOs) are already shared and Blocks officers will be using the same login ID as that of their districts.
- b. By using these login ID's, District and Block officers can monitor the status of their applications.

- c. After the application window closes, the District and Block officers will download the list with Candidate's name, Registration number and other details, for verification and marking attendance at the examination centers.
- d. **Exam roll no./admit card:** The exam roll number will be issued by the District and Block officials as was done in earlier years. The **registration number generated** through online registration can be used as a **roll number** by the District and Block level officials for **conducting the Assessment test**.
- e. **Marks uploading:** After the exams are conducted and the answer sheets are verified, **District and Block officials will upload the Marks Percentage, only in an excel sheet.**
- **Registration number** (*generated through online application*); and
 - **Marks Percentage** are only required to be submitted.
- f. After uploading marks, school allotment will happen online. District and Blocks officials will be able to review the allotment process and are expected to supervise the admissions process. Further details regarding this process will be shared separately.