

From

Principal Secretary School Education
Government of Haryana, Chandigarh.

To

1. All District Education Officers in the State of Haryana.
2. All District Elementary Education Officers in the State of Haryana.
3. All Block Education Officer in the State of Haryana.
4. All Block Elementary Education Officer in the State of Haryana.

Memo No. 8/27-2013 PS (3)

Dated, Panchkula, the 31-3-2015

Subject: Mechanism for implementing the provisions of Rule 134-A of Haryana School Education Rules, 2003.

In continuation of this office letter No. KW 03/10-2011 RTE(l) dated 24.01.2014, the mechanism devised for effective implementation of Rule 134-A of the Haryana Education Rules, 2003 vide letter under reference shall remain the same for the year 2015-16 also, which is as under:

1. **Committees Formation:** Committees would be set up at both District level and Block level in the State.

A. District Level Committees:

The Committees at District level shall comprise of following:-

- a. District Education Officer (DEO) and District Elementary Education Officer (DEEO), whoever is the senior between the two will be the Chairperson of the Committee.
- b. Two persons of social repute already nominated vide letter No. 8/13-2014 PS (2) dated 28.02.2014.
- c. One person representing the Parents' Association.

d. One person representing the Private School Association.

B. Block Level Committees:

The Committees at Block level shall comprise of following-:

a. Block Education Officer (BEO) and Block Elementary Education Officer (BEEO), whoever is the senior between the two will be the Chairperson of the Committee.

b. One local Principal of a school in the Block who will preside over the Committee in the absence of both the aforesaid Officers.

c. One person representing the Private School Association.

d. Two persons representing the Parents.

2. Methodology to be adopted for the admission of EWS students to schools during the academic year 2015-16 shall be as under:-

A. All private schools must indicate their tentative vacancies to the extent of 10% of current sanctioned strength of their respective schools. In case of schools built or situated on HUDA land, this reservation would be upto 20%. Advertisement regarding admission process and declaration of vacant seats under Rule 134-A will be circulated in leading newspapers by DEO/DEEO of the concerned District.

B. The details of EWS seats already filled /occupied in the schools shall be furnished by the schools detailing class wise records (name and class of the student) in the prescribed **format-II**.

C. All vacancies shall be published publicly in format-I on the school's Notice Board and website, if available, and a copy

to be sent to BEO concerned. The Vacancies shall also be published in the offices of DEO/DEEO/BEO on notice board.

- D. Applications (format attached) for admissions will be accepted by Block Level Committee only under proper receipt to the applicant.
- E. Students can give up to 5 schools in order of preference with regard to the desired school of admission without the Block or area restriction. However, for applying for school located in another block, applicant should submit separate application to the concerned BEO.
- F. The candidate of EWS & BPL category will furnish the income proof (details along with the certificate no., issuing date and issuing authority) along with application.
- G. The role of school will be limited to admitting EWS & BPL students. The list of candidates will be drawn by holding draw of lots for students seeking admission to Class-I and in accordance with marks/grades obtained by them in previous class for admission to other classes. This list will be forwarded by the Block level committees which shall be final and binding upon the schools. While rejecting any application, school shall give recorded reasons thereof to Block Level Committee.
- H. List of admitted students shall be provided to the BEO concerned in the prescribed format II.
- I. BEO shall compile the information of admitted students and send to concerned DEO and DEEO.

- J. DEOs shall compile the information of their respective District and send to the Directorate (Dy. Director Private Schools) through e-mail within two days in the format III.
- K. The admission process will be completed in 3 rounds as described below at 'O' (i to xi).
- L. Information regarding admission will be shared via website, newspaper and display boards of District Level & Block Level Committees.
- M. If seats remain vacant even after 3rd round, schools will submit their list to District Level Committees before 15th May 2015.
- N. Application form will be published in both Hindi and English languages.
- O. The proposed schedule for admission process will be as below:
- (i) Advertisement regarding admission in private recognized schools for EWS and BPL category seats will be published in newspapers latest by 31st March 2015.
 - (ii) Publication of District and Block Level Committees in by 4th April, 2015.
 - (iii) Date of application 1st April to 20th April, 2015.
 - (iv) Data entry, scrutiny, assessment 21st April to 29th April, 2015.
 - (v) Publication of lists of applicants by school and BEOs- 30th April, 2015.
 - (vi) Draw of lots at Block Level - 1st May, 2015, and it can continue the next day if necessary.
 - (vii) Admission on the basis of draw of lots 2nd to 7th May, 2015.

- (viii) 2nd draw of lots for remaining seats 8th May, 2015.
- (ix) Admission on the basis of 2nd draw of lots -9th May to 14th May, 2015.
- (x) 3rd draw of lots for remaining seats, if left-15th May, 2015.
- (xi) If seats remain vacant even after 3rd round, schools will submit their list to District Level Committees before 25th May, 2015.

3. Grievances Redressal Mechanism:

Schools failing to comply with the provisions of Rule 134-A of Haryana School Education Rules 2003 shall be subjected to withdrawal of recognition by the Department under the relevant rules on the recommendations of the District Level Committee. Any aggrieved person can submit his/her complaint either before District Level Committees or Block Level Committee. It must be ensured that the above instructions are complied in letter and spirit.

Encl :- as above

(M.L. Kaushik)
Director cum Special Secretary
School Education Haryana,
Panchkula

Endst No. 8/27-2013 PS (3)

Dated Panchkula, the 31-3-2015

A copy of the above is forwarded to the following for information and further necessary action:

1. PS/Principal Secretary to Govt. Haryana, School Education Department, Chandigarh.
2. Director, Elementary Education, Haryana, Panchkula.

(M.L. Kaushik)
Director cum Special Secretary
School Education Haryana,
Panchkula

Format -I
Vacancy Publication

Name of Block _____

District _____

Name of School	Vacancies											
	Class I	Class II	Class III	Class IV	Class V	Class VI	Class VII	Class VIII	Class IX	Class X	Class XI	Class XII

Format-II
List of students admitted

Name of School	Name	Father Name	Date of Birth	Address	Category	Class to which admitted	Date of admission
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Format-III

Name of District	Name of Block	Class	No. of Vacancies declared	No. of successful candidates allocated	No. of admission done out of allocated students
1	2	3	4	5	6

Admission under Section 134-A/ Session 2015-16

Application Form: आवेदन पत्र

Personal Information/ व्यक्तिगत विवरण

Full Name of Child/ बच्चे का पूरा नाम _____

Gender of Child/ लिंग _____

Date of Birth/ जन्म तिथि (DD/MM/YYYY) _____

Full Name of Mother/ माता का नाम _____

Full Name of Father/ पिता का नाम _____

Medium of Instructions

निर्देश देने का माध्यम _____

Previous Class Passed _____

Marks Obtained _____ **Total Marks** _____ **Percentage** _____

Class for which admission required

कक्षा जिसमें दाखिला लेना है _____

Category (Gen/SC/BC/other)

श्रेणी जिससे संबंध रखता है _____

Student Aadhar Card Number _____

Student Enrolment ID(In case Aadhar is not available) _____

BPL/EWS Certificate Number

BPL/EWS प्रमाण पत्र नंबर: _____

BPL/EWS certificate issuing authority

प्रमाण पत्र जारी करने वाले प्राधिकारी का नाम _____

Mobile No./ मोबाईल नंबर _____

Contact Details/ संपर्क विवरण

Address for correspondence/ पत्राचार पता

Address/ पता

City/Town/Village शहर/कस्बा/ग्राम

Block/ खण्ड

District/ जिला

State/ राज्य

PIN/ पिन

Photo

Permanent Address/स्थायी पता**Address/ पता****City/Town/Village** शहर/कस्बा/ग्राम**Block/ खण्ड****District/ जिला****State/ राज्य****PIN/पिन****Other Essential Details/****E-mail ID/ ई-मेल****Profession of parents/ माता-पिता का व्यवसाय****Selected Document details/ आवश्यक दस्तावेज विवरण**

S.No.	Documents required/ आवश्यक दस्तावेज (at the time of admission) दाखिले के समय
1.	Birth Certificate/ जन्म प्रमाण पत्र
2.	Domicile of Haryana Certificate
3.	BPL/EWs certificate.
4.	Proof of residence-any one of the following in order of priority UID Aadhar Card, Passport, Election Photo Identity Card, Electricity Bill, Telephone Bill, Water Bill, House Tax Receipt, Driving License issued by competent authority in the name of parents/ guardians.

Name of School in order of preferences/ पाठशाला का नाम प्राथमिकता के आधार पर

Sr. No.	Name of School	Location	Block	District	Preference No.
1.					
2.					
3.					
4.					
5.					

Declaration

I have read and understand the instructions of this form and the relevant information. The information in this form and identification documents provided for this application, are true and correct to my knowledge. I understand that if I have provided false or misleading information it may result in a cancellation of admission.

(Signature of Parents)/ (माता/पिता के हस्ताक्षर)