

From

The District Education Officer,
UT, Chandigarh.

To

The Heads of all Unaided Recognized Schools,
In UT, Chandigarh

Memo no. DEO/UT/CA/2019/28766-67
Dated Chandigarh, the 22/11/19

Subject Common Admission Schedule 2020-21.

Please refer to the subject cited above.

As per the decision taken by the Education Department , you are directed to follow the Common Admission Schedule as given below for the year 2020-21 for admission in **Entry class** in your school:-

- | | |
|---|--|
| a) Display of information relating to Admission by each school on the notice board and website of the school (Information should be given for dates of Admission, Total no. of seats, age requirement, fee structure, admission criteria, Documents required date of draw etc.) | Before 2 nd December, 2019
(Monday) |
| b) Issue and receipt of Admission form
Forms would be available free of cost from the school website | From 3 rd December, 2019
(Tuesday)
to 16 th December 2019 (Monday) |
| c) List of Eligible Candidates to be displayed
(On the school notice board as well as on school website | By 16 th January, 2020
(Thursday) |
| d) Finalization and display of selected candidate and waiting list | By 31 st January, 2020
(Friday) |
| e) Deposit of Fee of selected Children | By 12 th February, 2020
(Wednesday) |

*****In case of EWS/Disadvantaged group, the dates for issue and receipt of admission forms will be from 3rd Dec, 2019 to 31st Jan, 2020. Further dates will be informed accordingly.**


In addition to above, all the schools will also upload the following information on their official website or will release in public domain through Notice Board or media advertisements.


- I.) All schools will upload admission notice carrying the details of admission in the admission form on their school's website with the following detail:-
 - i) Name of the Entry class
 - ii) Age Criteria
 - iii) No. of seats (alongwith seats breakup)
 - iv) Criteria for admission
 - v) Detail of the documents required for admission and
 - vi) Fee Structure
- II) Only Rs. 100/- will be charged as Registration fee at the time of submission of the admission form.
- III) If there is draw of lot, a representative from the department will be sent to the school.

As regards purchase of uniform, books and other articles, the schools may display the list of the books, uniforms and other articles(class-wise) on the Notice Board as well as on the website of the schools. Copy of the list of books and other material may also be supplied to the parents of the children admitted in the school. Parents can purchase books, uniforms as well as other articles from wherever they desire.

CC:

A copy is forwarded to the Director School Education, Chandigarh Administration for information please.


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UT, Chandigarh.


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