

From The District Education Officer,
UT, Chandigarh

To The Heads of all Unaided Recognized School,
In UT, Chandigarh

Memo No. DEO/UT/CA/2021/ 22719-20
Dated Chandigarh, the 30/11/21

Subject Common Admission Schedule 2022-23.

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 2022-23 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, fees structure, admission criteria, documents required, date of draw etc.)	Before 6 th December, 2021 (Monday)
b)	Issue and receipt of Admission forms Forms would be available free from the school website	From 7 th December, 2021 (Tuesday) to 18 th December, 2021 (Saturday)
c)	List of Eligible Candidates to be displayed (On notice board as well as on school website)	By 14 th January, 2022 (Friday)
d)	Finalization and display of selected candidate and waiting list	By 1 st February, 2022 (Tuesday)
e)	Deposit of Fee of selected Children	By 11 th February, 2022 (Friday)

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 advts.

- 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:-
 - Name of the Entry class
 - Age Criteria
 - No. of seats (alongwith seats breakup)
 - Criteria for admission
 - Detail of the documents required for admission and
 - Fee Structure
- II. The admission form will be free of cost.
- III. Only Rs. 100/- will be charged from the students of General Category as Registration fee at the time of submission of the admission form.

You are directed to complete the admission process for the session 2022-23, keeping in view the SoPs for pandemic COVID-19.

Following details as also to be uploaded on website and Notice Board of the school:-

1. Names of the Children (Category-wise) who have applied for the admission on their website after the closing date as per the Schedule.
2. Names of the children selected (Category-wise) for admission to entry class after completion of admission process as per the schedule.

As regards to 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.

H. Kaur
29/11/2021
District Education Officer
UT, Chandigarh

CC:

The Director School Education, Chd Admn. for information please.

H. Kaur
29/11/2021
District Education Officer
UT, Chandigarh