

EDUCATION DEPARTMENT : CHANDIGARH ADMINISTRATION

CENTRALISED ONLINE ADMISSION FOR CHILDREN BELONGING TO ECONOMICALLY WEAKER SECTION AND DISADVANTAGED GROUPS (EWS & DG) FOR THE ACADEMIC SESSION 2024-25 IN UNAIDED RECOGNISED PRIVATE (NON-MINORITY) SCHOOLS OF UT CHANDIGARH AS PER THE PROVISIONS OF THE RIGHT OF CHILDREN TO FREE AND COMPULSORY EDUCATION (RTE) ACT, 2009 AND THE CAPITAL OF PUNJAB (DEVELOPMENT & REGULATION) ACT, 1952 AND RULES/SCHEMES/GUIDELINES/POLICY ISSUED THEREUNDER AND AS AMMENDED FROM TIME TO TIME.

1. For facilitating online admission in the Unaided Recognised Private (Non-Minority) Schools of UT Chandigarh, the forms for online admission in the Unaided Recognised Private (Non-Minority) Schools of UT Chandigarh can only be filled from any Unaided Recognised Private (Non-Minority) Schools of UT Chandigarh, or any Govt. School of UT Chandigarh where the teachers will guide the parents and check the documents before filling the form online. This will be at Zero-fee to the parents.
2. In terms of the RTE Act, 2009, Rules 2010 and guidelines issued thereunder, the Area of Neighbourhood (0 to 1 KM, 1+ to 3 KM and beyond 3 KM) for admission in the Unaided Recognised Private (Non-Minority) Schools of UT Chandigarh have been demarcated and uploaded on <http://online.chdeducation.gov.in>
3. The online admission process for EWS/DG in Unaided Recognised Private (Non-Minority) Schools of UT Chandigarh will start from 26.12.2023 with the following schedule :

SN	Details	Date & Time
(i)	Issue of Schedule and Guideline for Admission	26.12.2023
(i)	Unaided Recognised Private (Non-Minority) Schools of UT Chandigarh to onboard the Department's Centralised EWS/DG Admission Online Portal 2024-25	by 9.01.2024 (by 5.00 pm).
(ii)	Parents may approach any Govt. School of UT, Chandigarh or any Unaided Recognised Private (Non-Minority) Schools of UT Chandigarh for completion of the online form for EWS/DG admission at entry level class for the session 2024-25	10.01.2024 to 10.02.2024 (10.00 am to 1.00 pm except Sunday and holidays).
(iii)	Date for Online Draw	To be confirmed later.

4. For further update, please check the website <http://online.chdeducation.gov.in>

Dated : 26.12.2023

**District Education Officer
Chandigarh**

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Schedule & Guidelines

1. As per section 12 (1) (c) of the Right of Children to Free and Compulsory Education Act 2009 (**RTE Act 2009**) all the private unaided recognized schools (except the minorities schools) are under obligation to admit, at the entry level classes, to the extent of at least 25% of the strength of that class, children belonging to Economically Weaker Section/Disadvantage Group (**EWS/DG**) in the neighbourhood and provided fee and compulsory elementary education till its completion.
2. In terms of the Allotment of Land to Educational Institutions (Schools), etc on Lease-hold Basis in Chandigarh Scheme 1996, as amended from time to time, (**Scheme of 1996**) made under the provisions of the Capital of Punjab (Development and Regulation) Act, 1952 (**1952 Act**), as a condition of the school land allotments every private unaided recognized school in UT Chandigarh whether minority and non-minority is bound to reserve 15% of their seats for the EWS of the society upto Sr. Secondary level. Such reservation to the extent of 15% (under Scheme of 1996) is saved under the RTE Act, 2009 and no reimbursement of the cost of education to the said extent is to be made to the schools under the second proviso to section 12 (2) of the RTE Act, 2009.
3. As done in Academic Year 2023-24, Education Department, Chandigarh, for the academic year 2024-25, is undertaking EWS/DG admissions in entry class of Unaided Recognised Private (Non-Minority) Schools of UT Chandigarh through the Department's **Centralised EWS/DG Admission Online Portal 2024-25** wherein atleast 25% of seats of Unaided Recognized Private (Non-Minority) Schools of UT Chandigarh (hereinafter referred to as the 'School') have been reserved, as per Section 12(1) (C) of the Right of Children to Free and Compulsory Education Act 2009. The reservation to the extent of 15% (under Scheme of 1996) is saved under the RTE Act, 2009 and no reimbursement of the cost of education to the said extent shall be made to the schools under the second proviso to section 12 (2) of the RTE Act, 2009.
4. The Centralized Online Admission Process for EWS/DG students to the 25% of seats of Unaided Recognized Private (Non- Minority) Schools of UT Chandigarh shall be undertaken as per the undermentioned schedule:

SN	Details	Dates
(a)	Issuance of Calendar of events	26.12.2023
(b)	Registration of all Private Un-aided Schools on the portal	by 9/1/2024
(c)	Registration of candidates on the portal for admission	From 10/01/2024 to 10/02/2024
(e)	Release of 1 st list of selected candidates through draw	16/02/24
(f)	Confirmation of student admissions by Schools by	26/02/24
(g)	Release of 2 nd list of selected candidates through draw (if required)	15/03/24
(h)	Confirmation of student admission by Schools by	25/03/24

5. The EWS/DG children shall be admitted, as per the Area of Neighborhood detailed in the Right of Children to Free and Compulsory Education (RTE) Act, 2009 and RTE Rules 2010 including

guidelines issued thereunder. The Area of Neighborhood (0 to 1 KM, 1+ to 3 KM and beyond 3 KM), for admission in EWS/DG category in the Entry Level Classes of the Schools, have been demarcated and uploaded on the website of the department i.e., www.chdeducation.gov.in. The admission shall be as per the following order of priority:

- (i) Children residing in the vicinity of 1 Km of the Government School
- (ii) Children residing in the vicinity of 3 Kms of the Government School
- (iii) Children residing beyond 3 Kms of the Government School with the undertaking from the parent/s regarding safe transportation of the child.

6. Age criteria to be followed for in the Centralized Online Admission Process for admission (as per NEP 2020) for EWS/DG students in the Entry Level Classes 2024-25 in the Schools shall be (age as on 31.03.2024):

SN	Classes	Child Born b/w(Date as on 01.04.2024)
1	Pre-Primary Level -I	1.4.2020 to 31.3.2021 (3 to 4 years)
2	Pre-Primary Level -II	1.4.2019 to 31.3.2020 (4+ to 5 years)
3	Pre-Primary Level -III	1.4.2018 to 31.3.2019 (5+ to 6 years)
4	Class-I	1.4.2017 to 31.3.2018 (6+ to 7 years)

7. Admissions for EWS/DG students at Entry Class Level in the Unaided Recognised Private (Non-Minority) Schools of UT Chandigarh for the Academic Session 2024-25 shall be conducted only through the Department's Centralized Online Admission Module accessible only at any of the Government/ Unaided Recognized Private (Non-Minority) Schools of UT Chandigarh.

No Unaided Recognized Private (Non-Minority) Schools of UT, Chandigarh shall admit child in the EWS/DG seat in the Entry Level Class through offline mode.

8. The online forms can only be filled from any Government/ Unaided Recognized Private (Non-Minority) Schools of UT Chandigarh for which these schools will put up atleast two help desks/school to facilitate the process. Because of this restricted access, the Parents may visit any Government/Unaided Recognized Private (Non-Minority) Schools of UT Chandigarh where the teachers will guide and help them complete online admission form at Rs 0 cost. Each such school will designate atleast the following staff and make available of the following infrastructure for facilitating the filling up the Online Admission form:

- a) Atleast 02 Computers with internet facility + printer
- b) 02 Computer Teachers OR any other teacher Teachers of the school for verification of documents and filling the online form

9. Adequate publicity vide advt. and press note shall be issued by the Department. However, the Schools must reach out to the interested and eligible candidates to make use of this opportunity for admission.

10. The Entry Level Class in each such School will be notified in the online form.

11. A person residing and having a residence proof of UT Chandigarh is eligible for applying for admission of their ward under EWS/DG category in School, subject to the following conditions:

SN	Details	Acceptable evidence
(i)	Child belonging to a parent or guardian whose total annual family income is less than 1.50 lacs	Income Certificate in the name of father/ mother / guardian issued by Deputy Commissioner, Chandigarh
(ii)	Child belonging to disadvantaged group (Section 2 (d) of the RTE Act-2009) i.e.	
	(a) Scheduled Caste	SC Certificate issued by DC/SDM/Tehsildar

	(b)	Children of disabled persons having minimum 60% disability for either of the parents	Certificate issued by the Medical Board of: <input type="checkbox"/> General Hospital Sector 16 Chandigarh; o <input type="checkbox"/> Government Medical College Hospital Sector-32, Chandigarh; or <input type="checkbox"/> PGIMER, Chandigarh
	(c)	Children suffering from cancer, Acquired Immunodeficiency Syndrome (AIDS) and Thalassemia	
	(d)	children living with or affected by HIV	
	(e)	Children of war widows	Certificate issued by District Sainik Welfare Officer or concerned Defence Authorities
	(f)	Children of defence personnel, paramilitary personnel and police personnel died while in service	
		Orphan children as defined in Juvenile	
	(g)	Justice Act residing in Union Territory	Documents/Certificate issued by Competent Authority.
		Children of families who lost their sole earning member	
(h)	Child with disability (CWSN)		
(iii)		Age Proof	Child's Aadhar Card or passport or Birth certificate issued by the Registrar of Births and Deaths or the Municipal Corporation or any other prescribed authority, whosoever has been empowered under the Registration of Birth and Deaths Act 1969 to register the birth of a child born in India
(iv)		Residence Proof (Parents residence proof in case child's residence proof is not available)	i) Ration card issued in the name of parents having name of child in Ration Card. ii) Domicile certificate of child or of his/her parents. iii) Residence Certificate issued by the Deputy Commissioner, UT Chandigarh in the name of Child/Parents. iv) Voter I-Card (EPIC) of any of the parents v) Electricity bill/BSNL telephone bill/Water bill in the name of parents. vi) Unique Identity Card (Aadhaar) of mother/father/child issued by Govt. of India. vii) Passport in the name of any of the parents or child. viii) Property ownership document issued by the Estate Office, Chandigarh Housing Board, Municipal Corporation, Chandigarh. However, Rent agreement (Registered or Unregistered) will not be considered as proof of residence.

12. The Candidates/applicants will be required to upload online the following documents attested by parents/guardian.

SN	Document	Evidence/Proof
(i)	Proof of date of birth	Child's Aadhar Card or passport or Birth certificate issued by the Registrar of Births and Deaths or the Municipal Corporation or any other prescribed authority, whosoever has been empowered under the Registration of Birth and Deaths Act 1969 to register the birth of a child born in India (either one)
(ii)	Residence Proof (Parents	

	residence proof in case child's residence proof is not available) (either one)	i) Ration card issued in the name of parents having name of child in Ration Card. ii) Domicile certificate of child or of his/her parents. iii) Residence Certificate issued by the Deputy Commissioner, UT Chandigarh in the name of Child/Parents. iv) Voter I-Card (EPIC) of any of the parents v) Electricity bill/BSNL telephone bill/Water bill in the name of parents. vi) Unique Identity Card (Aadhaar) of mother/father/child issued by Govt. of India. vii) Passport in the name of any of the parents or child. viii) Property ownership document issued by the Estate Office, Chandigarh Housing Board, Municipal Corporation, Chandigarh. However, Rent agreement (Registered or Unregistered) will not be considered as proof of residence.
(iii)	Proof for EWS or DG category, whichever applicable.	As per para (101) above

13. The Eligible applicants are given an option to complete in the admission form options for:

SN	Preference of the eligible applicants for admission of children under EWS/DG category at Entry Level Classes in private unaided recognized schools of UT Chandigarh	Option for choosing the number of Schools on the online module in Preference mode
1.	1 st Category/Preference (0to 1 KM)	In total 15
2	2 nd Category/Preference (1+ to 3 KM)	
3	3 rd Category/Preference (Beyond 3KM)	

14. The computerized draw of lots for Online admission from the Online Applications received from EWS/DG Category students/applicants at the Entry Level Classes of the Schools will be conducted based on the school preference criteria of the applicant.
15. Admission granted vide online allotment of school to a child will be on provisional basis, to be confirmed only after the documents are verified by the allotted School.
16. The successful candidates/applicants of the computerized draw of lots shall be informed about the school allotted for admission under EWS/DG category by uploading list on the department website. However, SMS may be sent on their registered mobile number on completion of draw of lots.
17. The successful candidates/applicants will be able to check the name of the school allotted through 'Computerized Draw of Lots' using Registration ID and Date of Birth available at the home page of the departmental website www.chdeducation.gov.in. (<http://www.chdeducation.gov.in/>)
18. Cancellation of admission: If the successful applicant fails to approach/report the allotted School within 10 days for completing the formalities for admission under EWS/DG category, his/her candidature shall be cancelled.
19. In case of the rejection of admission by the school, the school shall clearly specify, in detail, the reason of rejection. The category of the reasons may be selected from the following grounds: -
- a) Non-submission of valid residence proof

- b) Non-submission of valid EWS/DG & CWSN proof.
 - c) For EWS, the Income Certificate does not show annual income as less than one lakh fifty thousand per annum.
 - d) Duplicate entry.
 - e) Candidate did not report for document checking/admission in spite of repeated reminders.
 - f) Other reason – specify
20. The admission of the child shall be cancelled in case the documents submitted by the applicant at the time of admission or at later stage are found to be forged/fake/incorrect/manipulated etc. and strict penal action shall follow on the parents/guardian of the child.
21. **RTE - Admission Monitoring Committee:** To redress the queries and grievances, a monitoring cell shall be constituted under the Chairmanship of the Deputy Director of the Department of Education, which is as under: -
- a) Dy. Director-IV, O/o DSE, UT, Chandigarh-Chairperson
 - b) District Education Officer, UT, Chandigarh – Member
 - c) DA O/o DEO, UT, Chandigarh-Member
 - d) Two Representatives from the Private Schools –To be nominated by DSE, UT, Chandigarh.
22. All the Non Monitory Schools, are directed to register on the portal for online admission to the EWS/DG category in the Entry Level Classes by no later than 9.1.2024, failing to do, the action will be taken as per rules without further reference to the school.
23. Any grievance/ complaints or queries relating to admission process in EWS/DG category may be registered at the email ewsgrievancescell@gmail.com or at helpline numbers 0172-5021692 (between 10.00 AM to 5.00PM (except lunch time 1.00 pm to 1.30 pm) on all working days (Monday to Friday).
24. The schools must regularly check the website for updates: www.chdeducation.gov.in
- a) If the parent of the child to whom seat has been allotted is not traceable by the school for 10 days, this may be treated as a dispute and referred to RTE EWS/DG Admission Monitoring Committee. After the decision of Committee, the seat may be released for admission of children in the 2nd draw lots.
 - b) In case the aggrieved party is not satisfied by the decision of Committee, the Director School Education, UT Chandigarh shall be the final appellate authority
 - c) In case any dispute is noted against a specific school, the Committee may take Suo moto cognizance and initiate inquiry.
 - d) Any issues with regard to documents shall be taken up by the Committee.
 - e) Even after the completion of above stated process, if there is any seat vacant in any private school from the earmarked quota of 25 % seats, Education Department will be competent to decide on the procedure to allot the EWS/DG vacant seats.
25. In this connection, the respective Unaided Recognized Private Schools of UT Chandigarh are hereby requested to do the following (after computerized draw for admission is undertaken):-
- (a) Place an printout of the list of students granted admission vide the computerise draw outside the school gates for the information and ease of parents.
 - (b) To help and facilitate the parents of EWS/DG 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.
 - (c) Admission to EWS/DG category successful candidates shall not be denied on frivolous ground e.g. one or two letters are different in any name in some document.
 - (d) Schools shall not unnecessarily sends the parents to the Department, for making amendments/correction in the online application forms. Rather, they should be taking a

decision based on genuineness/merit of the specific cases and must not deny admission on unjustified frivolous ground.

- (e) Admission is to be granted from the start of the Academic Session 2024-25 or as soon as possible so that children can join the academic session on the very first day itself.
 - (f) The school shall not charge tuition fee from the students admitted under EWS/DG category.
 - (g) Schools are advised to hold introductory session for all parents together including the parents of EWS/DG category children.
 - (h) The school must confirm details of the EWS/DG category successful candidates from the supportive documents produced by them.
 - (i) Income certificate issued by the Competent Authority declaring the total annual family income less than Rs.1,50,000/-is a valid document for admission under EWS category whether it is in the name of mother or father or guardian of the child.
 - (j) The school shall not ask for any Income Certificate from the parents/ applicants who have been selected under DG category.
 - (k) 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.
 - (l) 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.
 - (m) 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.
 - (n) The school shall not refuse to grant admission to EWS/DG & CWSN category children on the ground of distance range.
 - (o) The school shall give 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.
 - (p) The school at the earliest 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/Inwaiting) in respect of the applicants allotted through computerized draw of lots.
26. Add. Instructions for all concerned:-
- (a) The school once allotted to the applicant through the computerized draw of lots shall not be changed under any circumstances.
 - (b) 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.
 - (c) Reimbursement of per child cost to the school will be made as per the provisions of RTE Act, 2009 and instructions issued by Chandigarh Administration from time to time.
27. List of Private Unaided Non-Minority Schools of UT Chandigarh that are required to take part in the EWS/DG admission under this process is enclosed.

SN	Private Unaided Non-Minority Schools of UT Chandigarh
1.	K.B.D.A.V.Centenary Public School-7
2.	<u>C.L.Aggarwal Model School-7</u>
3.	C.R.B. Public School,Sector-7
4.	D.A.V. Public School-8
5.	Sanawar Montessori School-11
6.	Ankur Public School, PU Campus, Sec-14
7.	D.A.V.Model Sr. Sec. School-15
8.	Pt. M.L.S.D.Public School- 19
9.	Gyandeep Model High School-20
10.	Adarsh Public School, Sector-20,
11.	Manav Mangal School-21
12.	M.D.A.V. High School-22
13.	Shishu Niketan Model Sr. Sec. School-22
14.	Paragon Convent School-24
15.	Chitkara International School-25
16.	S.G.G.S.Collegiate Public School-26
17.	Strawberry Field High School-26-
18.	First Step School, Sector-26
19.	Moti Ram Arya Sr. Sec. School-27
20.	Sri Aurbindo Model School-27
21.	St. Soldier International Public School-28
22.	The Tribune School, Sector-29D, Chandigarh
23.	Modern Ways Model High School-29
24.	Nav Bal Niketan School-29
25.	Pt. M.L.S.D.Public School- 32
26.	Tender Heart High School, Sector-33, Chd.
27.	Bhartiya Vidya Bhavan(Junior) School, Sector -33
28.	Sri Guru Gobind Singh Public School-35
29.	Bal Niketan Model Sr. Sec. School-37
30.	Stepping Stone School-37
31.	St. Peter's School, Sector-37,
32.	Play Way Model School-37
33.	Vivek High School-38
34.	S.D.Saini Model School-38
35.	Stepping Stone School-38A
36.	DAV Public School, Sector-39
37.	Sharda Sarvhitkari Model Sr. Sec. School -40D
38.	Delhi Public School-40
39.	Shivalik Public School-41
40.	Aanchal International School-41
41.	Shishu Niketan Model School-43
42.	Kulwant Rai Sarvhitkari Vidya Mandir-43
43.	The British School-44
44.	Divya Public School-44D
45.	Kundan International School-46
46.	Ashiana Public School-46
47.	Green Castle School -47

48.	Adarsh Bal Vidyapeeth School,Sector-47,Chandigarh
49.	Banyan Tree School-48
50.	D.C.Montessori School-Manimajra
51.	RIMT World School-Manimajra
52.	Gurukul Global School -Manimajra
53.	Lohia International School-MM
54.	Northridge International School-46
55.	Police Public School, Sector-48
56.	BMD Public School, Sector-63, Chandigarh
57.	St. Kabir Public School,Sector-26, Chandigarh