

**GOVERNMENT OF NATIONAL CAPITAL TERRITORY DELHI**  
**DIRECTORATE OF EDUCATION: SCHOOL BRANCH**  
**OLD SECRETARIAT: DELHI-110054**

DE.23 (28)/Sch.Br./2022/ 735

Dated: 26/7/22

**CIRCULAR**

**Sub: Guidelines regarding Plan Admission for Class XI for Session 2022-23.**

**A. Guidelines for DDEs (Zone) regarding Admission Plan for Class XI for Session 2022-23.**

Admission Plan for Class XI of Academic Year 2021-22 is already available on MIS. All DDEs (Zone) are requested to examine the Admission Plan of last year of their respective Zones and make necessary amendments in the same as per the requirements of the Academic Session 2022-23. For this purpose, all Zonal and District DDEs must ensure that:-

- All Govt. and Govt. Aided Secondary Schools are attached to the nearby Govt. /Govt. Aided Senior Secondary Schools for Science/Commerce/Humanities streams.
- All those Govt. / Govt. Aided Senior Secondary Schools where Science and Commerce Streams are not available are also attached to the nearby Govt./Govt. Aided Senior Secondary Schools where these streams are available.
- Students should be distributed among schools in such a manner that overcrowding is avoided.
- Attachment of schools for preparing Admission Plan should be guided by convenience of students and not restricted by Zonal/District boundaries. That is to say, if two schools are close to each other distance-wise then they should ideally be attached for the purpose of Admission Plan, even if they are located in two different Zones / Districts. District DDEs (in case of Inter zonal boundaries) and Regional Directors (in case of Inter district boundaries) should ensure that Zonal / District boundaries do not restrict the attachment of schools. This action must be taken with mutual consent.
- All RPVVs and Schools of Specialized Excellence are not included as parent/feeder schools.

- If any change i.e. attaching / detaching feeder school (due to newly upgraded Secondary School & introduction of Science and Commerce Streams in some Schools and merger of schools) for the Session 2022-23 is required then the same should be done by concerned DDE (Zone) in the online module.
- Facility to detach previously attached Govt. Aided School is available at zonal level, whereas, Govt. Aided Schools can be attached by MIS team only. Therefore, DDEs (Zone) may depute a person to visit School Branch for attachment of Govt. Aided School.
- Admission Plan 2021-22 is revised thoroughly for Session 2022-23 and changes are made, wherever required, to ensure the convenience of students. DDE (District / Zone) will also ensure that Admission Plan of Class XI is followed in letter and spirit and it should not be mere a formality.
- **No Un-Aided Private Recognised School is attached to any Govt. / Govt. Aided Schools. All the students of these schools desiring admission in Govt. Schools should apply under Non Plan Admissions, whenever it starts.**

A compliance report to the effect that the necessary updation has been made in the Admission plan for the Session 2022-23 that all Secondary Schools have been attached as feeder Schools and all Senior Secondary Schools where Humanities / Commerce / Science Stream is not available are attached to nearby Schools for that particular Stream to ensure the convenience of students, shall be submitted by concerned DDE (Zone) to School Branch (HQs) through e-mail ([schbranch@hotmail.com](mailto:schbranch@hotmail.com)) by 10<sup>th</sup> August, 2022 positively.

**B. Instructions for Heads of Govt. / Govt. Aided Schools Plan Admissions in Class XI in Science / Commerce / Humanities Stream for the Session 2022-23.**

All Heads of Govt. and Govt. Aided Schools shall ensure that their OWN / GOVT. FEEDER SCHOOLS STUDENTS are given admission in Class XI through online module in the streams as per their choice and eligibility criteria mentioned below:



Stream	Aggregate pass %	Subjects/Grades required (minimum %)		
Science (with Maths)	55%	English-50%	Standard Maths/ Basic Maths/Maths - 50%	Science-50%
Science (without Maths)	55%	English-50%	Standard Maths/Maths/ Basic Maths - 40%	Science-50%
Commerce (with Maths)	50%	English-45%	Standard Maths/ Basic Maths/Maths- 50%	Social Science-45%
Commerce (without Maths)	50%	English-45% or Hindi-45%	Social Science-45%	_____
Humanities	<p>A student must have been declared Pass at the Secondary School Examination by the CBSE or its equivalent board.</p> <p>For giving Economics as a subject, a student must have, at least, 45% in Aggregate.</p> <p>For giving Mathematics as a subject, a student must have secured at least 50% in Standard Mathematics/Basic Mathematics/ Mathematics.</p> <p><b>Note:- Admission in Humanities is not to be denied to own students who have been declared Pass in Class X examination.</b></p>			

All Heads of Govt. Schools are hereby informed that relaxation of 5% marks in any one of the three subjects mentioned above for admission in particular stream is to be given in respect of candidates belonging to the categories SC/ST/ Minorities/OBC(Non Creamy Layer)/Kashmiri Migrants & those students having I/II/III position in National Games.

**For Specially Abled Students, relaxation of 5% marks in all subjects mentioned for admission in particular stream is to be given.**

The above criteria are for regular students and students of Directorate of Education studying regularly under NIOS Project.

All Heads of Govt. and Govt. Aided Schools (feeder / parent) shall ensure (in consultation with their DDE (Zone)) that all Govt. / Govt. Aided Schools in their catchment area are attached as feeder / parent Schools in the Admission Plan 2022-23 by the DDE (Zone).

Like previous years, a merit list will be generated through online module for Science & Commerce streams separately for admission to Class XI for Science & Commerce stream in schools of Directorate of Education.

#### **PLAN ADMISSION PROCEDURE FOR GOVT./GOVT. FEEDER SCHOOLS**


- ❖ Heads of the Schools will ensure that choice of stream is taken in the option form (Annexure 1) from all the students who have been declared passed in Class X in the Session 2021-22. Students should be explained about the eligibility criteria for different streams. Option form for choice of stream should be provided to all the concerned students.
- ❖ Heads of the Schools will facilitate the students in selection of stream. A guidance session may be arranged by the HoS for the same with the help of any teacher preferably EVGC of the school. A helpline number for the students (of any designated teacher/EVGC) may be circulated among all the parents and students who have passed Class X in the Session 2021-22 for further clarification/counselling.
- ❖ It is the responsibility of Heads of Schools that all the students opt stream/subject without any pressure from parents/school.
- ❖ Students/parents may submit their duly filled option form to their current school.
- ❖ Heads of the feeder schools will submit the names of eligible students who have opted for Science/Commerce/Humanities stream through online module. He/she will also submit the consolidated report regarding choice of stream along with option forms in r/o of the students who have passed Class X to the concerned Heads of the parent Schools.
- ❖ Heads of Schools will also ensure that all eligible and willing students of own school and Govt. feeder schools of Directorate of Education are granted admission in Science/Commerce/Humanities Stream and no eligible student will be denied admission till completion of the Admission Process on the pretext of Non Availability of Seats.
- ❖ In case, the number of students who have applied for Science/Commerce Stream is more than the seats available in the particular school, another school will be allotted by the Zonal DDE through the online module.



- ❖ After allotment by the Zonal DDE, the name of the allotted school will reflect in the feeder school as well as in the allotted school where the admission is given.
- ❖ **SLC of the students may be generated at feeder school after the parent School provisionally admits the student online. Therefore, all the Heads of the parent Schools are directed to first admit the student provisionally. Then, Feeder Schools will forward the SLCs and certified copy of marksheet to the concerned parent School of the students.**
- ❖ After receipt of the SLC from the feeder school, Head of the parent School will complete the admission process online as well as offline.
- ❖ The Heads of the feeder schools will inform their students about the parent schools where they will be admitted.
- ❖ **No Un-Aided Private Recognised School is attached to any Govt. / Govt. Aided Schools. All the students of these schools desiring admission in Govt. Schools should apply under Non Plan Admissions, whenever it starts. Therefore Heads of Govt. Senior Secondary Schools are directed to guide such students to apply under Non Plan Admissions.**

The Heads of the Parent Schools will ensure that process of Plan Admissions is completed by 16-08-2022.

This issues with prior approval of the Competent Authority.

  
26/7/22

**Dr. Rita Sharma  
Addl.DE (School)**

**All DDEs (Zone), Heads of Govt. & Govt. Aided Schools under Directorate of Education through DEL-E.**

DE.23 (28)/Sch.Br./2022/ 735

Dated: 26/7/22

Copy to:-

1. PA to Director (Education).
2. All RDEs, DDEs (District) to ensure compliance.
3. System Analyst (MIS) for uploading on MIS.
4. Guard File.

  
26/7/2022

**Svati Vashishtha  
OSD (School)**

**Class XI  
(OPTION FORM)  
Session 2022-23**

To be filled by the students

Date:.....

1. Name of Student

\_\_\_\_\_

2. Student ID

\_\_\_\_\_

3. Class X CBSE Board Roll Number

\_\_\_\_\_

4. Choice of Stream (Please put mark✓ against choice)

a). Science with Maths <input type="checkbox"/>	b). Science without Maths <input type="checkbox"/>
c). Commerce with Maths <input type="checkbox"/>	d). Commerce without Maths <input type="checkbox"/>
e). Humanities (with Economics) <input type="checkbox"/>	f). Humanities (without Economics) <input type="checkbox"/>
g). Humanities with Skill Subjects <input type="checkbox"/>	h). Humanities without Skill Subjects <input type="checkbox"/>

5. Marks in the subjects as per the eligibility Criteria

Sl. No.	Subject	Marks (%)

Signature of Student

Signature of Parent

\_\_\_\_\_

**Acknowledgement  
(To be issued by the School)**

Master/Kum. \_\_\_\_\_ s/o/d/o \_\_\_\_\_  
has opted for \_\_\_\_\_ stream in Class XI in Session 2022-23.

Date:.....

Signature of Teacher In-charge

Name of Teacher In-charge





**GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI**  
**DIRECTORATE OF EDUCATION: SCHOOL BRANCH**  
**OLD SECRETARIAT: DELHI-110054.**

No. DE.23(363)/Sch.Br./2016/1553

Dated: 19-09-2016

**CIRCULAR**

**Sub: Age Criteria for Non-Plan Admissions in Govt. Schools.**

Section 4 of the Right of Children to Free and Compulsory Education Act 2009 says, "Where a child above six years of age has not been admitted to any school or though admitted, could not complete his or her elementary education, then, he or she shall be admitted in a class appropriate to his or her age". The concept of age appropriateness prescribed by the law up to the completion of elementary education cannot be ignored in subsequent classes as it is required from peer learning and pedagogical point of view as well. Therefore, building upon the "age-class" relation established under the RTE Act, the Directorate of Education has continued with the prescribed age in natural progression for subsequent classes as well. Further, the Directorate also recognizes the fact that the stipulation of age cannot be in a straight jacket form. Hence, a relaxation of 6 months in terms of under and over age is also allowed.

In supersession to circulars No. DE.23(363)/Sch.Br./2014/452 dated 04.04.2014, DE.23(363)/Sch.Br./2016/683 dated 29.04.2016, DE.23(363)/Sch.Br./2016/1170 dated 13.07.2016 and DE.23(363)/Sch.Br./2016/1246 dated 01.08.2016 regarding Appropriate Age Criteria for Admission in Govt. Schools under Directorate of Education, all the Heads of Govt. Schools under Directorate of Education are hereby informed that the following criteria is to be followed for **Non Plan Admission** in Govt. Schools:

The age criteria for class KG to XII will be as mentioned below:-

Class	Appropriate Age as on 31 <sup>st</sup> March of the year
KG	The age of child should be 4+ but less than 5 years
I	The age of child should be 5+ but less than 6 years
II	The age of child should be 6+ but less than 7 years
III	The age of child should be 7+ but less than 8 years
IV	The age of child should be 8+ but less than 9 years
V	The age of child should be 9+ but less than 10 years
VI	The age of child should be 10+ but less than 12 years
VII	The age of child should be 11+ but less than 13 years
VIII	The age of child should be 12+ but less than 14 years
IX	The age of child should be 13+ but less than 15 years
X	The age of child should be 14+ but less than 16 years
XI	The age of child should be 15+ but less than 17 years
XII	The age of child should be 16+ but less than 18 years

- In addition to the above Table, further age relaxation is being granted at the level of Heads of Schools in the maximum as well as minimum age for 1 month for classes KG to V level as on 31<sup>st</sup> March of the year.
- Simultaneously, age relaxation is also being granted at the level of Heads of Schools in maximum as well as minimum age for 6 months as on 31<sup>st</sup> March of the year to all students seeking admission from class VI to X and XII in all the Govt. Schools under Directorate of Education.



- However, for class XI in addition to the above table, relaxation shall be granted in maximum and minimum age for one year as on 31<sup>st</sup> March of the year to those students seeking admission in class XI in the Govt. Schools under Directorate of Education, who have passed class X from CBSE or equivalent Board and there is no gap year.

**Illustration:**

A student who has completed 14 years of age on 31<sup>st</sup> March of the year and has passed Class X from CBSE or an equivalent Board may be granted admission in Class XI after allowing 1 year age relaxation in the minimum age criteria.

A student who is above 17 years of age but has not completed 18 years of age on 1<sup>st</sup> April of the year and has passed Class X from CBSE or an equivalent Board may be granted admission in Class XI after allowing 1 year age relaxation in the maximum age criteria.

- The above age criteria is not applicable to Plan Admissions and the existing students of Government Schools.
- The child who is below 14 years of age and have an SLC of a class lower than his age appropriate class may be enrolled in Special Training Centres (STC) and then brought to his age appropriate class. This provision is intended to mainstream all out of school children, including those who due to extreme learning deficiencies cannot be admitted to age appropriate classes.
- The Directorate of Education is going to introduce class IX in Patrachar Vidyalaya from next academic session i.e. 2017-18 for students who do not meet the appropriate age criteria. In case of a student who is at least 13 years old as on 31<sup>st</sup> March of the year when seeking admission, there will be no upper age bar and neither the School leaving certificate nor class VIII pass certificate is required for admission.
- Patrachar Vidyalaya is already functional for classes X to XII. The child should be at least 14 years of age as on 31<sup>st</sup> March of the year of seeking admission in Class X. Here again, there is no upper age bar and no requirement for school leaving certificate nor class VIII pass certificate.

This issues with the prior approval of the Competent Authority.

  
 (DR. (MRS.) SUNITA S KAUSHIK)  
 ADDL.D.E.(SCHOOLS)

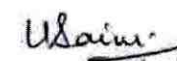
**All Heads of Govt./Govt. Aided Schools under Directorate of Education through DEL-E**

No. DE.23 (363)/Sch.Br./2016/ 1553

Dated: 19-09-2016

Copy to:-

1. PS to Secretary (Education).
2. PS to Director (Education)
3. All RDEs/ DDEs (District/Zone)/DEOs for information and necessary action.
4. Commissioner NDMC (North Delhi).
5. Commissioner EDMC (East Delhi).
6. Commissioner SDMC (South Delhi).
7. Director Education NDMC.
8. CEO DCB
9. OS (IT) to please paste it on the website.
10. Guard File.

  
 (Usha Saini)  
 DDE (SCHOOLS)