Sanskriti School

Dr. S. Radhakrishnan Marg

Chanakyapuri, New Delhi -110021

ADMISSION TO PRE-SCHOOL FOR THE ACADEMIC YEAR 2022- 2023

Note:-For EWS admission please follow www.edudel.nic.in website of DoE.

Please read the instructions carefully before filling the form to avoid rejection.

- The date of birth should be between **2nd March 2018 to 30th April 2019** (both dates inclusive).
- School timings during Pandemic will be as per directives of the Department of Education, GNCT of Delhi and timings of regular classes after pandemic will be from 8.30 am to 12.30 pm for pre-school.
- Incomplete forms will be rejected.
- Admission will be confirmed subject to verification of required information / documents.
- Distance to school will be calculated as per distance and area table according to school bus routes. The areas / localities / colonies within the range of the school are mentioned in the distance and area table.

Seats for Admission in Pre – School

S No	Category	No. of seats
1.	EWS category	38
2.	Government category	90
3.	Non – Government category	15
4.	Staff	07
	Total	**150**

Admission Schedule (2022 – 2023)

S. No.	Particulars	Time schedule
1	Uploading the criteria and their points in the module of the Department at the link mentioned at point No. 7 of DoE Circular No. F. DE.15(172)/PSB/2016/4900-4910 dated 30/11/2021	14.12.2021 (Tuesday)
2.	Commencement of admission process and availability of forms **ONLINE ONLY**	15.12.2021 (Wednesday)
3.	Last date of submission of **ONLINE** application forms.	07.01.2022 (Friday)
4.	Uploading details of children who applied to the school for admission under Open Seats	21.01.2022 (Friday)
5.	Uploading marks (as per point system) given to each of the children who applied for admission under open seats	28.01.2022 (Friday)
6.	The date for displaying the **first list of selected** children (including Waiting List) along with marks allotted under point system)	04.02.2022 (Friday)
7.	Resolution of queries of parents, if any (by written/email/ verbal interaction) regarding allotment of points to their wards in the first list.	05.02.2022 (Saturday) to 12.02.2022 (Saturday)
8.	The date for displaying the **second list of children** (If any) (including Waiting list) (along with marks allotted under point system)	21.02.2022 (Monday)
9.	Resolution of queries of parents, if any (by written/email/ verbal interaction) regarding allotment of points to their wards in the second list.	22.02.2022 (Tuesday) to 28.02.2022 (Monday)
10.	Subsequent list of admission, if any	15.03.2022 (Tuesday)
11 .	Closure of admission process	31.03.2022 (Thursday)

Admission Criteria

a. Parameters for children belonging to the Government category

1. As per the orders of Hon'ble Supreme Court of India in SLP(C) 35077/2015 dated 21/01/2016, the four sub-Categories for eligibility in Government category are as follows:

- All India Service Officers coming on transfer to Delhi on Central Deputation under the Central Staffing Scheme.
- Indian Foreign Service Officers coming to Delhi to man the posts in the Ministry of External Affairs.
- Other eligible Central Service Officers (Group A) on transfer to Delhi under the Central Staffing Scheme.
- Officers from the Defence and other officers coming to Delhi on transfer.

b. Parameters for children belonging to the Non – Government category

Criteria	Points
1. Distance will be calculated **STRICTLY** as per the Area table, based on existing bus routes	0 to 30
2. Sibling studying in Sanskriti School	25
3. Parent, an Alumni of Sanskriti School	25
Total	**80**

Distance & Area table (Distances calculated as per School bus routes)

In case your colony/house is not listed in the dropdown menu of online form, you may select the **NEAREST** area from the dropdown list in online form.

Distance	Area	Points
Below 8Km	All areas in Chanakyapuri, DhaulaKuan Enclave I & II, DhaulaKuan, Moti Bagh North & South, Netaji Nagar, Satya Niketan, Shanti Niketan, Nanak Pura, Anand Niketan, RKPuram, West End, Meena Bagh, Safdarjung Enclave, Sarojini Nagar Baba Karak Singh Marg, Laxmibai Nagar, Munirka, AIIMS , Prithiviraj Rd, INA, New Rajinder Nagar,Rabinder Nagar, Aurangazeb Rd and adjoining areas, Kidwai Nagar (New Campus) East & West, Subramanium Bharti Marg, Jorbagh, Lodhi Colony, Lodhi Estate, Green Park, Vasant Vihar, Delhi Cantt, Humayun Road, Bharti Nagar, Khan Market , Ber Sarai	30
Above 8Km and below 10Km	SDA, Mansingh Road, Sujan Singh Park, JNU Campus, Naraina Vihar, Sansad Marg, South Extension I & II, Gulmohar Enclave, Bapa Nagar, Gulmohar Park, Akbar Road, Old Rajinder Nagar, Janpath, Andrews Ganj, HauzKhaz, Pandara Rd, Pandara Park, HauzKhaz Enclave, Golf Links, Shahajahan Rd, IIT, KGMarg, Kaka Nagar, Barakamba Rd, Niti Bagh, Dr.ZakhirHussain Marg, Uday Park	20
Above 10 Km and below 12 Km	DESU Colony (C4, C5), Sadiq Nagar, Sarvodaya Enclave, Mansarovar Garden, Janak Puri (Aditi Apartment), Subash Nagar, Anand Lok, Sunder Nagar, Nizamuddin East & West, Vasant Kunj (B9, B10, B11, C1, C2, C3, C4, C5, C6, C7, C8, C9, B1, B2, B3, B4, B5, B6, D3, D4, D6, D7, D8), Rajouri Garden, Panchkuan Rd, Sarvapriya Vihar, Karol Bagh, Chemsford Rd, Raja Garden, Defence Colony, Tagore Garden, Inderpuri, W.E.A	10
Above 12 Km	Other Areas not included in this table	0

1. Once the admission list is declared, concerned parents will be called for verification of ORIGINAL documents.
   a. Photocopy of Birth Certificate Issued by the Local Municipal Authority.
   b. Photocopy of proof of Identity of Parents- (Passport / Unique Identity Card (Aadhaar Card)/ Voter I – card).
   c. Photocopy of proof of residence- (MTNL Bill / Domicile Certificate / Electricity Bill / Water Bill) (**issue date of document should be between 14/09/2021 to 14/12/2021**)

If any of the above required information / document is incorrect / altered, the school reserves the right to cancel admission at any time. Please note that the decision of the school management is final.

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Instructions to fill the online registration form

1. The name of the applicant, father's name / mother's name, date of birth etc. should be spelt correctly in the form as it appears in the certificates. No corrections will be allowed later.
2. It is mandatory to fill all fields which are marked (*) in red. If any field is not applicable for you, please write NA (Not Applicable).
3. Photograph in JPG/JPEG format, not more than 20Kb should be uploaded.
4. Parents under Non-Government category are requested to upload proof of residence- (MTNL Bill / Domicile Certificate / Electricity Bill / Water Bill) (**issue date of document should be between 14/09/2021 to 14/12/2021**).
5. Parents of Non-Government category are required to select area from the drop-down menu. In case the specific area is not in the table, parent may select the **NEAREST** area from the drop down menu. **School follows bus route to determine distance points and no other means of calculating the same will be entertained/accepted.**
6. For Alumni, parents have to upload relevant supporting documents (TC).
7. Parents applying under Government Category are requested to upload (a) **Appointment Letter**, (b) **Transfer Order** issued by DOPT / Department, as applicable, (c) **Joining Report** and (d) **Last Pay Slip** or **certificate of current charge** from the respective Department (as a single PDF file).
8. An incomplete registration form will automatically be rejected. Please note that in case the relevant document are not submitted or registration fee is not paid, the form will be considered as incomplete (Refer to point 12).
9. Do not submit duplicate forms. Multiple registrations will be rejected.
10. If the applicant is selected for admission, parents will be required to submit documents (given below) as proof of residence and identity. Parents will be required to produce the originals along with the self-attested copies at the time of verification.
    a. Photocopy of Birth Certificate Issued by the Local Municipal Authority.
    b. Photocopy of proof of Identity of Parents- (Passport / Unique Identity Card (Aadhaar Card)/ Voter I – card).
    c. Photocopy of proof of residence- (MTNL Bill / Domicile Certificate / Electricity Bill / Water Bill) (**issue date of document should be between 14/09/2021 to 14/12/2021**)
11. Please apply under the correct category. Change of Category will not be entertained at the time of admission.
12. **Please note that you are required to pay the Registration Fee of Rs. 25/- for a successful registration of the application.**
    ● After completing the form, click on the "Submit" button. This will take you to the payment gateway to make the online payment. If the payment is not made successfully, you may login again using the already registered link with your user ID & password.
13. After completing the payment, click on 'Submit' button at the bottom of the page. The registration form once submitted cannot be modified later.
14. You will receive an auto-generated Acknowledgement Receipt (as pop-up from the site) with a registration number for further correspondence (Please enable pop-up for the site before final submission of the form).
15. As an acknowledgement of final submission, you will receive an SMS with the registration number for further correspondence. **Please note, only the receipt of the registration number confirms submission.**
16. Take a print out of the Acknowledgement Receipt. You will be required to quote the registration number for all future correspondence with the School. Please note that you will receive a registration number after paying the registration fee and the application is not complete before that.
17. **Please note that successful submission of application and acknowledgment does not guarantee admission.**
18. If any of the required information / document is incorrect / altered, the school reserves the right to cancel admission at any time.

NOTE: FOR ANY TYPE OF ASSISTANCE REGARDING REGISTRATION YOU CAN CALL AT PARENT HELP DESK TEAM:01143193333 (EXTENSION : 5), 01126883335-8 OR WRITE AN E-MAIL ON parentdesk@entab.in and nurseryadmission22@sanskritischool.edu.in