



ABSTRACT

School Education – Right of Children to Free and Compulsory Education Act 2009 – 25% Reservation for students belonging to Disadvantaged Group / Weaker Section in all Private Non-Minority unaided schools including CBSE / ICSE – Guidelines - Orders issued.

School Education (X2) Department

G.O. (Ms) No.60

Dated 01.04.2013

**Thiruvalluvar Aandu 2044
Panguni 19**

Read:-

- (1) G.O. (Ms) No.271, School Education (X2) Department, dated 25.10.2012.
 - (2) From the Director of Matriculation Schools and State Chief Nodal Officer, Chennai-6 Rc. No.5210/A1/2013, dated .03.2013.
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ORDER:

As per section 12 (1) (c) of the Right of Children to Free and Compulsory Education Act 2009 and as per rule 8 & 9 of the Tamil Nadu Right of Children to Free and Compulsory Education Rules, 2011, it is mandatory to reserve 25% of seats for Admission at entry level class to the children belonging to Disadvantaged Group / Weaker Sections following the norms of neighbourhood schooling. According to this provision, children belonging to the above groups whose residence is within 1 km or 3 km for Primary & Upper Primary classes respectively from the school in which the children to be admitted are eligible for 25% reservation.

2. In the G.O. 1st read above, the Director of Matriculation Schools as the Chief State Nodal Officer alongwith five member were appointed to monitor the effective implementation of the Right of Children to Free and Compulsory Education Act, 2009.

3. The Chief State Nodal Officer / Director of Matriculation Schools has proposed certain instructions for implementing 25% reservation for Disadvantaged Groups / weaker section under the Right of Children to Free and Compulsory Education Act, 2009.

(P.T.O.)

Matriculation Schools, the Government issue the following Guidelines for effective implementation of 25% reservation for Disadvantaged Groups / weaker section as per the Right of Children to Free and Compulsory Education Act, 2009.

- (i) 1. Every School shall prepare the details of Entry level class and intake capacity.
2. The 25% of intake capacity shall be calculated .
3. The 25% intake seats shall be filled following the procedure laid down here. The schools shall be informed to reserve these seats and the same may be displayed in the Notice Board of the school.
4. An Application Form designed by the Department is circulated to all schools to process this in a uniform manner.
5. The date of issue of application / submission of application form as fixed by the Department shall be displayed in the notice board in all schools.
6. Eligible application as per norms shall be identified after scrutiny.
7. A suitable redressal mechanism shall be evolved for appeal against applications declared ineligible.
8. Random selection method shall be applied, if the eligible applications are more than the intake capacity. The list of selected children shall be displayed in the Notice Board. Schools shall be instructed to submit Return statement in the specified format to the inspecting Officer concerned.
9. To monitor the children attendance, a term wise statement of attendance shall be called for from the school.
10. The children admitted under 25% Reservation shall not be discriminated in any form from other children as contemplated in the Act.

- (ii) The above task should be carried out as per the schedule Annexed.

- (iii) In this regard, formats as for receiving / collecting data from the schools are Annexed.

- (iv) Since the said process of admission has to be completed by end of May, the time frame as mentioned in the Annexure has to be strictly adhered to towards expediting the process of admission.

(P.T.O.)

..... to all schools under their jurisdiction and implement this order in true letter and spirit. They are also requested to monitor the above guidelines for implementation of the Right of Children to Free and Compulsory Education Rules, 2011.

(BY ORDER OF THE GOVERNOR)

D. Sabitha,
Principal Secretary to Government.

To

The Director of School Education,

Chennai-6.

The Director of Elementary Education,

Chennai-6.

The Chief State Nodal Officer /

Director of Matriculation Schools, Chennai-6.

//FORWARDED BY ORDER//

(On. Dr.)
Section Officer.

ANNEXURE - I

**Steps for Implementation of 25% Reservation for admission to
Children belonging to Disadvantaged Group/ Weaker Section in Private
Non-minority Un-Aided Schools
under RTE Act, 2009**

Sl. No. (1)	Events (2)	Tentative Date (3)
1.	Every School shall prepare the details of Entry level class and intake capacity	2 nd April of every year
2.	The 25 % of intake as per notification No.G.O.Ms.No.9 School Education (C2) Department dated. 18.01.2011 to be entered in a separate Register, and submit to the District Committee prescribed in Form I	2 nd April of every year
3.	This 25% of intake seats shall be displayed at the School Notice Board.	2 nd April of every year
4.	Application Form for Admission of Children under 25% Reservation in Private Schools except un aided minority un aided schools, shall be as prescribed in Form –II	
5.	Every Private School except Un-aided Minority School shall notify calling for Application Forms under 25% Reservation	2 nd May of every Year
6.	Date of issue of Application Forms	3 rd May to 9 th May of every Year
7.	Submission of filled in Application Forms	By 5.00 p.m On or before 9 th May every year
8.	The parents shall receive a Registration Slip from School while submitting Application Form as prescribed in Form – III.	
9	Names of Eligible applicants shall be displayed. Names of Ineligible applicants shall also be displayed separately with reason of rejection.	By 5.p.m on 11 th May for every year

(P.T.O.)

10	If the eligible applicants are more than 25% of intake, random selection method shall be applied with numbered tokens of eligible applicants. Parents who are interested may participate in the random selection.	At 10.30 am of 14 th May of every year.
11.	Names of Selected applicants, with application numbers shall be displayed immediately in the Notice Board with a waiting list of 10% out of the 25%.	2 p.m on 14 th May, every year
12.	The Schools shall submit Return Statement to the concerned district level authority after completion of admission process as prescribed in Form-IV	On or before 20 th May of every year

(Note: Where the dates mentioned in Column (3) happened to be a Government Holiday, the following working day shall be taken into account).

Registers to be maintained:-

- 1). Total No of Students admitted in Entry Level Class.
- 2). Total No. of application issued under 25% (with Name list).
- 3). List of students selected under 25% (admission category).
- 4). Reimbursement claimed register.

Sd/-xxxxx
Principal Secretary to Government.

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(Om. divyakumar)
Section Officer.

Name of the School:

Address:

Telephone Number:..... Fax:

Name of the Principal/ Head of the Institution:.....

Name of the Vice Principal

Sl.No.	Particulars
1.	Entry level class of the School :
2.	Total number of seats available at the entry level : General seats :
	Reserved Seats :
	(25% of total Seats)
3.	Date of issue of Admission forms :
4.	Last date of issue of Admission forms :
5.	Period of Submission of Admission forms : From:..... To:..... Time.....
6.	Date of display of list of eligible candidates for draw of lots and ineligible candidates. : Date..... Time.....
7.	Date of random selection (if number of applications are more than the number of free quota seats) : Date..... Time.....
8.	Date of display of list of selected candidates in the random selection method along with waiting list : Date..... Time.....
9.	Last date of admission :
10.	Date of commencement of academic year :

Signature of the Principal / Head of the Institution.

Sd/-xxxxx
Principal Secretary to Government.

//True copy//

Om Prakash
Section Officer.

Application Form for Admission of children of Weaker Sections and Disadvantaged Groups in Private Non-minority Un-Aided Schools under RTE Act, 2009

Name of the School:

Address:

Telephone Number:.....

**A Weaker Section
B Disadvantaged Group**

(To be filled by the school)

1. Name of the Child (in Block letters) :
2. Gender (Please tick whichever is applicable) : Male/ Female/Transgender
3. Date of Birth (Proof to be enclosed) ¹ : DD MM YYYY
4. Age as on 31st July / : _____ Year _____ Month
5. Name of Parents/ Guardian

Mother	:
Father	:
Guardian (if parents are not alive)	:
6. Occupation of Parents /Guardian

Mother	:
Father	:
Guardian	:
7. Residential Address :
(Proof to be enclosed) ²
8. (a) Community (Please tick whichever is applicable)
(Proof to be enclosed) ³ :

OC BC BCM MBC SC SCA ST

<input type="checkbox"/>	Orphan
<input type="checkbox"/>	Differently abled
<input type="checkbox"/>	Transgender
<input type="checkbox"/>	HIV affected
<input type="checkbox"/>	Child of Scavenger

(P.T.O.)

9. Shortest distance from residence to school by road / walk (in mts.) :
10. Total Annual Income of Parents/Guardian from all sources for claim under Weaker Section category (Proof to be enclosed) *³ :

Declaration by the Parents/Guardian

I, (Name) Mother / Father / Guardian of (name of the Child) hereby declare that the information mentioned above are true and correct to the best of my knowledge and belief. I am fully aware that in case any information is found to be false or incorrect on verification, the admission of my ward may be cancelled.

Signature of the Mother/Father/Guardian

Date :

Place :

(Note : Ineligible and incomplete applications shall be summarily rejected).

- *1. (a) Birth Certificate
(b) Hospital/Auxiliary and Midwife register
(c) Anganwadi record
(d) Declaration through an affidavit of the age of the child by the Parent / Guardian.

- *2. (a) Family card
(b) Voter ID card
(c) Adhar ID card
(d) Driving license
(e) Bank passbook
(f) Telephone bill
(g) PAN card
(h) Certificate of Residence issued by VAO
(i) ID card issued by State Govt. / Central Govt. /Public Sector Undertakings

(P.T.O.)

Certificates	Competent Authority
Income Certificate	Tahsildar, Revenue Department, Government of Tamilnadu
Community Certificate for BC, MBC	Deputy Tahsildar, Revenue Department, Government of Tamilnadu
Community Certificate for SC	Tahsildar, Revenue Department, Government of Tamilnadu/ Competent authority in the case of children coming from other States
Community Certificate for ST	RDO/ Sub Collector, Revenue Department, Government of Tamilnadu/ Competent authority in the case of children coming from other States
Certificate for Orphan	District Social Welfare Officer, Department of Social Welfare and Nutritious Meal Programme
Certificate for HIV/Transgender	Medical Officer authorized by the Department of Health and Family Welfare, Government of Tamilnadu
Children of Scavenger	Competent Authority authorized by the Commissioners of the respective Corporations, Municipalities, Executive Officers, of the respective Town Panchayats and Presidents' of the respective Village Panchayats
Children of Scavengers who are not employed in Corporations, Municipalities, Town Panchayats and Village Panchaysts	District Collector or the authority authorized by the District Collector in this behalf.
Certificate for Differently abled	District Differently abled Rehabilitation Officer

Sd/-xxxxx
Principal Secretary to Government.

//True copy//

(Om-krishna w
Section Officer.

for 25% Reservation under RTE Act,2009.

Name of the School:

Address:

Telephone Number.....Fax.....

Name of the Principal / Head of the Institution.

.....
Application of (Name of the Child)

S/o. / D/o. C/o is received on (date)

Application Number:

(a) Date of Display of eligible and ineligible applicants :.....

(b) Date of hearing of appeal on rejected applications:.....

(c) Date of display of list of selected candidates along with waiting list:.....

(d) Date of Admission:.....

Signature of the Principal / Head of the Institution

Sd/-xxxxx
Principal Secretary to Government.

//True copy//

Om divyakumar
Section Officer.

Name of the School :

Address :

Telephone Number :

Name of the Principal/ Head of the Institution :

Entry level class

Total No. of Seats in entry level class

Total No. of Seats under 25% Reservation for Disadvantaged / Weaker Section.

Admissions made under 25% Reservation for Disadvantaged / Weaker Section.

Number of unfilled Seats under 25% Reservation for Disadvantaged / Weaker Section.

Remarks

Bank Account No of the School :

Signature of the Principal / Head of the Institution.

Sd/-xxxxx
Principal Secretary to Government.

//True copy//

(On this form)
Section Officer.