

PERSONAL ATTENTION

No. EDN-H(Ele.)(4)-2024-Fee Re-Imb.

Directorate of School Education  
Himachal Pradesh, Shimla-1

Deputy Director of  
School Education (Sec)

Dated Shimla-1

17 SEP 2025  
the  
Diary No. 7549  
Kangra at Dharamshala

September, 2025

All the Deputy Directors of School Education (Elementary)  
Himachal Pradesh.

**Subject: Regarding 25% reservation under Section 12 of the RTE Act, 2009 and Rules thereunder.**

Sir,

Please find enclosed herewith a photocopy of Notification No. EDUC-A03/4/2023-EDU-C(152585), dated 05<sup>th</sup> September, 2025 received from the O/o Secretary (Education) to the Government of Himachal Pradesh related to the subject cited above.

In this context, it is informed that the Department of School Education, GoHP issued a notification in continuation to Department's Notification No. EDN-C-A(3)-3/2013-Vol-I-L, dated 06.06.2015 as amended from time to time and in compliance with the directions of the Hon'ble Supreme Court of India in Writ Petition (Civil) No. 503 of 2018 titled *Poulomi Pavini Shukla vs. Union of India & Others*, the following guidelines for admission of children belonging to weaker sections and disadvantages groups in private unaided schools under Section 12 of the *Right of Children to Free and Compulsory Education Act, 2009 (RTE Act, 2009)* are issued: -

1. For the purpose of admission against 25% reservation under Section 12 of the RTE Act, 2009 and Rules 5-A & 5-B of the RTE HP Rules, 2025, the expression "*child belonging to disadvantaged group*" shall also include an **Orphan Child**, in addition to the categories already specified in Rule 2(e) of RTE HP Rules, 2025.
2. The definition of "*child belonging to weaker section*" shall continue to be governed by the provisions of Rule 2(f) of the RTE HP Rules, 2025.
3. All concerned authorities, shall ensure compliance with these guidelines while admitting children against the 25% reservation quota under Section 12 of the RTE Act, 2009.
4. These guidelines shall come into force with immediate effect.

Continued/-

You are, therefore, directed to ensure strict compliance of RTE Rule, 2009, HP RTE Rule, 2025 and Department's Notifications amended from time to time while sending cases/claims of children belonging to Weaker Sections and Disadvantaged Group in all the Educational Institutions including privately managed Schools and Public Schools children under Section 12 of RTE Act and HP RTE Rules, 2025 thereunder.

Encls: As above.

*sd/-*  
Director

School Education, H.P.

Directorate of School Education  
September, 2025  
15 SEP 2025

Endst. No.: even dated the Shimla-1

Copy forwarded for information and necessary action to: -

1. The Secretary (Education) to the Government of Himachal Pradesh, Shimla-2 w.r.t. above referred Notification dated 05<sup>th</sup> September, 2025 for information, please.
2. The Secretary (SJ&E) to the Government of Himachal Pradesh, Shimla-2.
3. All the Deputy Director School Education (Secondary), Himachal Pradesh.
4. The State Project Director (Samagra Shiksha), Himachal Pradesh, Shimla-1.
5. The Nodal Officer (IT Cell), Internal, Directorate of School Education, H.P. with remarks to upload the same on the Departmental Website of School Education and E-Mail to all concerned.
6. Guard File.

*v*  
Director

School Education, H.P.

Deputy Director of  
School Education (Sec)  
17 SEP 2025  
Dispatch No. 10184  
Kangra at Dharamshala

Endst.No-EDN-KGR-(G-4) Misc/.2023  
Office of the Deputy Director of School Education (Secondary)  
Kangra at Dharamshala

Dated: Dharamshala-176215

Sept, 2025

Copy to :-

All The Principal /Headmaster of Private schools affiliated with HPBOSE/CBSE/ICSE Board in District Kangra are hereby directed to follow guidelines of RTE act ,2009 amended from time to time while admitting children against the 25% reservation quota under Section 12 of RTE Act,2009. (Copy of RTE Act,2009 with amendments)

*Dh*  
Deputy Director of School Education(Secondary)  
Kangra at Dharamshala

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9-9-25

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8/9/25

Government of Himachal Pradesh  
Department of School Education

No. EDUC-A03/4/2023-EDU-C(152585) Dated Shimla-2, the 05<sup>th</sup> September, 2025

Notification

In continuation of this Department's Notification No. EDN-C-A(3)-3/2013-Vol-I-L dated 06.06.2015, as amended from time to time, and in compliance with the directions of the Hon'ble Supreme Court of India in Writ Petition (Civil) No. 503 of 2018 titled *Poulomi Pavini Shukla vs. Union of India & Others*, the Governor, Himachal Pradesh is pleased to issue the following guidelines for admission of children belonging to weaker sections and disadvantaged groups in private unaided schools under Section 12 of the *Right of Children to Free and Compulsory Education Act, 2009* (RTE Act, 2009):—

1. For the purpose of admission against 25% reservation under Section 12 of the RTE Act, 2009 and Rules 5-A & 5-B of the RTE HP Rules, 2025, the expression "child belonging to disadvantaged group" shall also include an **orphan child**, in addition to the categories already specified in Rule 2(e) of RTE HP Rules, 2025.
2. The definition of "child belonging to weaker section" shall continue to be governed by the provisions of Rule 2(f) of the RTE HP Rules, 2025.
3. All concerned authorities, shall ensure compliance with these guidelines while admitting children against the 25% reservation quota under Section 12 of the RTE Act, 2009.
4. These guidelines shall come into force with immediate effect.

By Order

Rakesh Kanwar  
Secretary (Education) to the  
Government of Himachal Pradesh.

Endst No. EDUC-A03/4/2023-EDU-C(152585) Dated: Shimla-2, the 05<sup>th</sup> September, 2025  
Copy forwarded for information and necessary action to:-

1. The Secretary, Department of School Education & Literacy, Ministry of Education, Government of India, Shastri Bhawan, New Delhi-110115.
2. The Secretary (SJ&E) to the Government of Himachal Pradesh, Shimla-2, with the request to constitute a committee, including representatives of the School Education Department at the district level, to conduct survey/data collection and ensure admission of orphan children into neighborhood schools in compliance with paras 8 to 10 of the Hon'ble Supreme Court's judgment/order dated 06.08.2025 (copy enclosed) in W.P. (C) No. 503 of 2018, *Poulomi Pavini Shukla vs. Union of India & Others*.
3. The Sr. Private Secretary to the Education Minister, HP, Shimla-2.
4. The Sr. Pvt. Secretary to the Chief Secretary to the Government of HP w.r.t. CS office Dy. No. 8599 dated 26-08-2025 for information.
5. The Director of School Education, HP, Shimla-1.
6. The State Project Director (Samagra Shiksha), HP, Shimla-1.
7. The Controller, Printing and Stationary, HP, Shimla-5.
8. The Section Officer (Education-D), HP Secretariat, Shimla-2.

(Hem Singh)

Under Secretary (Education) to the  
Government of Himachal Pradesh.

General  
Branch

Sh. Rohit  
8/9/25

G-2 go through the letter

Regd' 99

भारतिका शिक्षा निदेशालय (हिमाचल)

No. EDN-H (Ele) (4)4-10 /2018-19  
Directorate of Elementary Education.  
Himachal Pradesh  
Dated: Shimla-171001, the

07 MAY 2018

शिमला - 1  
Kangra.

May, 2018

To ~~ISDE~~

All the Deputy Directors (Elementary Education)  
Himachal Pradesh.

Subject: Regarding 25% Reservation to weaker Sections and Disadvantaged groups in all the Educational Institutions Including privately managed School and public School.

Sir

In continuation to this Directorate letter No. EDN-H(Ele.)(4)4-10/2016-17(Misc) dated 13 Nov.2017 on the subject cited above. It is submitted that 25% reservation of seats for admission to the students of weaker section and disadvantaged groups be provided in private unaided schools as per the provisions of RTE Act, 2009.

In this context, your kind attention is invited toward Government Notification No. EDN-C-A(3)-3/2013-Vol-I-L Dated 06/06/2015 with guidelines for admission and reimbursement of children under Section 12 of RTE ,Act (Copy of guidelines enclosed)

Further, it is to be noted that Point 2 of the guidelines must be followed as per the judgement passed by the Hon'ble High Court of Himachal Pradesh in CWP 355/2013 titled as Namita Maniktala Vs. State of Himachal Pradesh & ors. already provided to you vide letter No. EDN-H(Ele.)(4)4-46/2016-(CWP 355/13) dt. 15 Feb. 2017.

Therefore, you are directed to ensure appropriate action and provide action taken report in prescribed format ( as per the columns mentioned in previous letter) latest information till 30/04/2018 be sent to this Directorate immediately

Encis: As above.

(MANMOHAN SHARMA) HAS  
DIRECTOR OF ELEMENTARY EDUCATION  
HIMACHAL PRADESH, Shimla-171001.  
Phone: 0177-2812464 .

May, 2018.

446  
10/5/18

Endst:No.Even,DatedShimla-171009,the

Copy for information and necessary action to:-

1. The Secretary (Education) to the Government of Himachal Pradesh, Shima-171002.
2. The State Project Director (SSA) H.P Shimla-171001.
3. The Incharge, IT Cell with the direction to upload the same on the departmental website.
4. Guard File.

No. EDN-KGR-(G-2). 25. REE/2018-19. 2334-52 (14/05/18)  
To the Dy. Director of Ele Edu  
Kangra at Dharamshala  
Copy to All the REEO in Kangra  
Dull for immediate compliance

(MANMOHAN SHARMA) HAS  
DIRECTOR OF ELEMENTARY EDUCATION  
HIMACHAL PRADESH, Shimla-171001.  
Phone: 0177-2812464 .

By, Director Elementary Edu  
Kangra at Dharamshala.

Ravinder Sharma Legal Offices

2

CO(5) 688 (1) 9/6/15 1880 19/6/15  
839en 07/06/15

Government of Himachal Pradesh  
Department of Elementary Education

No. EDN-C-A(3)-3/2013-Vol.-I-L

Dated Shimla-171002, the

06-06-2015

NOTIFICATION

The Governor, Himachal Pradesh is pleased to notify guidelines as per Annexure-A for 25% admission of children belonging to weaker section and disadvantaged group in private unaided schools in Himachal Pradesh in accordance with the provision of RTE Act, 2009 under section-12 and Rules there under.

Encls. Annexure-A

By order,

Adl. Chief Secretary (Education) to the  
Government of Himachal Pradesh

Endst. No. EDN-C-A(3)-3/2013-Vol.-I-L

dated: Shimla-171002, the 06-06-2015

Copy forwarded to the followings for necessary action:-

- 1. The Director of Higher Education/Director Elementary Education, HP Shimla-1.
- 2. The State Project Director (SSA/RMSA) HP Lalpani Shimla-1.
- 3. The Adl. Secretary (GAD) to the Government of H.P., Shimla-2 with reference to Cabinet decision taken on 27-05-2015 under item No. 31 for information.
- 4. The controller, Printing and Stationary, HP Shimla-5 with the request to publish in official gazette of Govt. of Himachal Pradesh.
- 5. The Under Secretary (Education-D) to the Government of H.P., Shimla-2 w.r.t. CWP No.355/2013-Namita Manikatala V/S State of H.P. for taking further immediate necessary action in the matter.

Handwritten notes: EE, (A), B&A, 8/15

Sh. Jasbinder  
Planning

Planning

2 10/6/15

Deputy Secretary(El.Edu.) to the  
Government of Himachal Pradesh

Handwritten initials: RAA

23 JUN 2015

Directorate of Elementary Education  
Himachal Pradesh, Shimla-171001

शिमला-1  
June 2015

Endst No: EDN-H(Ele)(4)4-46/2015-RTE Dated: Shimla-1, the

Copy for information and further necessary action is forwarded to:-

1. The Secretary, Government of India, Ministry of Human Resource Development, Department of Education and Literacy, New Delhi.
2. The Principal Secretary to the Hon'ble Chief Minister, Himachal Pradesh.
3. The Additional Chief Secretary (Education) to the Govt. of Himachal Pradesh Shimla-2 w.r.t. his Notification No. EDN-C-A(3)-3/2013-Vol.-I-L dated 6<sup>th</sup> June, 2015.
4. All the Deputy Commissionaires, H.P.
5. The Director of Higher Education, Himachal Pradesh, Shimla.
6. The State Project Director (SSA), Himachal Pradesh, Shimla.
7. The Secretary, H.P. Board of School Education, Dharamshala, Distt. Kangra, Himachal Pradesh.
8. All the Deputy Directors (Elementary Education), Himachal Pradesh.
9. All the Deputy Directors (Higher Education), Himachal Pradesh.
10. The Principal, State Council of Educational Research and Training (SCERT), Solan, Himachal Pradesh.
11. All the Principal DIETs-cum-Distt. Project Officers, Sarva Shiksha Abhiyan, Himachal Pradesh.
12. All the Block Elementary Education officers, Himachal Pradesh.
13. The Member Secretary, State Commission for Protection of Child Rights, Himachal Pradesh, Himachal Pradesh, Sharma Bhawan, Phase-III, New Shimla - 171009.
14. All Branch Officers, Directorate of Elementary Education, H.P. Shimla-I.
15. Incharge, Monitoring & Grievances Cell, Directorate of Elementary Education, Himachal Pradesh, Shimla-1 with the remarks that the above said guidelines may be uploaded in the Departmental Website.
16. Guard file.

*S. K. Singh*  
Director

(2)

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**Annexure-A**

**Guidelines for admission and reimbursement of children under Section 12 of RTE Act**

In pursuant to the Government notification No. EDN-C-F(10)-8/2009-L dated 16<sup>th</sup> March, 2013 regarding amendment in Rule-5 and further insertion of rules 5-A and 5-B in the Right of Children to Free and Compulsory Education Himachal Pradesh Rules, 2011, Guidelines for 25% admission of children belonging to weaker section and disadvantaged group in private unaided schools in Himachal Pradesh in accordance with the provisions of RTE Act, 2009 under section-12 and Rules are framed as under:-

**Definitions- In these guidelines, unless the context otherwise requires:**

- (a) "RTE Act" means the Right of Children to Free and Compulsory Education Act, 2009 as amended from time to time.
- (b) "Rules" means the Right of Children to Free and Compulsory Education, Himachal Pradesh Rules, 2011 as amended from time to time.
- (c) "Class" includes the entry level class such as pre-primary.
- (d) "School" means a school as defined under sub-clauses (ii), (iii) and (iv) of clause (n) of section-2 which provide education up to elementary level.
- (e) "Neighbourhood" as defined in Rule 4(1) of the Right of Children to Free and Compulsory Education, Himachal Pradesh Rules, 2011.

**1. Provisions for reservation of seats**

- (a) Admission process for 25% children belonging to weaker section and disadvantaged group as per the provisions of section-12 of RTE Act, 2009 and Rules made there under shall be initiated by the Government Primary schools and unaided private schools, if the neighborhood government school has the enrollment more than 25 children as per Rule 4(1) of the Rules.
- (b) In-Charge of neighbourhood Government Primary school shall issue NOC to the neighbourhood private school regarding 25% admission of children belonging to weaker section and disadvantaged group on or before 15<sup>th</sup> April after having been satisfied on clause 1(a) above.
- (c) These schools must be recognized by the competent authority of the Department of Elementary Education as per the provision of Rule 9.
- (d) Every recognized private school shall convey the class-wise breakup of approved seats and enrolment to their counterpart neighbourhood Government Primary schools during admission process on or before 31<sup>st</sup> March as per following format:-

Primary				Upper Primary			
Classes	Approved strength of the class	Enrolment	25% Free Ship Seats	Classes	Approved strength of the class	Enrolment	25% Free Ship Seats
I				VI			
II				VII			
III				VIII			
IV							
V							
<b>Total</b>				<b>Total</b>			

2. The Government is committed and obligated to provide a Govt. Primary School at a distance of 1.5 Km if the number of children are 25 and similarly committed to provide a Govt. Middle School at a distance of 3 Km if the number of children are not less than 25 in class 5<sup>th</sup>. As the State has already opened Government Primary Schools and Government Middle Schools at almost all places, reimbursement for 25% Children of weaker section and disadvantaged group admitted in the privately managed Schools shall be made if the enrolment of Children in Govt. Primary School situated within radial distance of 1.5 Km is not less than 25 Children and similarly enrolment in the Govt. Middle School within the radial distance of 3 Km is not less than 40 Children in class 8<sup>th</sup>. Enrolments of students will be taken into account as on 30<sup>th</sup> September of the year. For the purpose of this clause neighbourhood means:-  
(i) a primary school which is located within a walking distance of 1.5 kms ( one and half a kilometers)  
(ii) an upper-primary school which is located within a walking distance of 3kms( three kilometers).  
The State Government shall not reimburse any amount if any student seat remains vacant in the neighbourhood Government School.

3. Manner of reservation of seats

- (a) In accordance with the provisions of clause (3) of section-12 of the Act, every school shall display on its notice board, the following information:
  - (i) Total number of seats at the entry level in the school
  - (ii) Total number of free seats available at entry level
  - (iii) Date of commencement of issue of application forms for the admission and the last date of its submission
  - (iv) Date of eligible candidates list to be displayed for draw
  - (v) Date of draw of lots
  - (vi) Date of display of the list of successful candidates along with waiting list
  - (vii) Last date of admission
  - (viii) Opening date of the school for the next academic year
- (b) Every school shall submit the information in Form-1 after completing the entire process to the Block Elementary Education Officer in case of primary school.
- (c) No. registration fee, including charges of prospectus or admission format, shall be charged from the parents/children applying against free seats. The school shall provide Admission Format on Form-II free of cost to parents/children.
- (d) The School shall acknowledge the application for admission against free seats through a receipt in Form-III showing the details of serial no. 2 (a) (i) to (viii) and shall assign each application a distinct registration number.
- (e) In case, the application of any child is found not to be in order and is rejected, the reasons for its rejection shall be recorded and communicated to the parent/guardian.
- (f) In case the number of application for admission against the free seats is less than the number of seats available other than at serial no. 1(a), admission shall be made from the available application and vacant seats shall be re-notified for inviting further application by following the similar procedure. If free seats still remain vacant, then these seats may be filled from the other categories.
- (g) In case the number of application for admission against the free seats at entry level classes exceeds the number of seats available, admission shall be made by draw of lots in the presence of parents of the applicants, a representative of School Management Committee and of a nominee of Education Department, not below the rank of Principal nominated by DDEE.

- (4) 4
- (h) The school shall furnish all such details as mentioned at serial no. 2 (a), (b), (c), (d), and (e) regarding free-ship seats on its website if available and also on official website [www.himachal.nic.in/eleedu](http://www.himachal.nic.in/eleedu) or [www.hp.gov.in/ssa](http://www.hp.gov.in/ssa) of Directorate of Elementary Education giving all details through the link provided by the department on the same day or latest by next day of the events. Unique ID shall be generated for every admitted child, which shall remain the same during the stay of the child in the school.

**4. Documents required for admission of 25% children**

- (i) Age proof certificate shall be accompanied as per Rule-8 and clarification on provisions under RTE Act issued by Government of India, Department of School Education and Literacy dated 31-01-2012.
- (ii) Every application for the admission of children belonging to weaker section and disadvantaged group other than disabled for the purpose of free ship seats shall be accompanied by a **Below Poverty Line certificate (BPL)** in the name of parent or child or guardian issued by the competent /authorized officer issued within last six months.
- (iii) Every application for the admission of child belonging to SC, ST and OBC shall be accompanied by a caste certificate in the name of child issued by the competent/ authorized officer.
- (iv) Every application for the admission of child belonging to persons with disabilities as per Person with Disabilities (Equal Opportunity, Protection of Rights and Full Participation) Rules, 1996 of Rule-4 shall be accompanied by a certificate in the name of child issued by the competent authority.
- (v) Every application for the admission of children belonging to weaker section and disadvantaged group below poverty line (BPL) other than disabled children shall be accompanied by a Certificate of neighbourhood as per clause 4 (1) of the Rules issued by the officers not below the rank of Naib-Tehsildar or Junior Engineer (PWD).

**5. Procedure for fee reimbursement**

- (i) A school not receiving any kind of aid or grants to meet its expenses from the State Government or the local authority shall be entitled to get fee reimbursement for every child admitted against free seat as per the provisions of sub-section (2) of section-12 of the Act and Rules made there under.
- (ii) A school receiving aid or grant or any other facilities since its inception (like grant of land on lease) to meet whole or part of its expenses from the State Government or local Authority, shall not be entitled to any additional grant towards reimbursement under these Rules.
- (iii) Obtaining U-DISE code from the Sarva Shiksha Abhiyan is mandatory to become eligible for claiming fee reimbursement against free seats from the department.
- (iv) A half-yearly statement by the school under sub-section (2) of section-12 and Rules made there under claiming fee reimbursement of children admitted against free seats on **Form-IV** shall be submitted to the Block Elementary Education Officer. The Block Elementary Education shall verify the fee reimbursement documents as per norms and the same may be submitted to the Deputy Director of Elementary Education.
- (v) NOC from neighbourhood Government Primary School must be enclosed with the fee reimbursement claim bill as per clause 1(b) of guidelines.
- (vi) The authorized officer of the department on verification of the information so submitted and subject to the provisions contained in section-12 of the Act and Rules made under there, shall make the payment in two installment, as follows:

(5)

- (a) First installment of 50% due after September of the academic year.
- (b) Second installment due after March or close of the academic year, whichever is later:

Further provided that, fee reimbursement for the children admitted in the pre-school shall be admissible when such child is admitted in 1<sup>st</sup> class.

(vii) The school shall open separate bank account for fee reimbursement in a Scheduled Bank.

**6. General Conditions**

- (i) The Head of the school and all the members of the body owning the school shall be responsible for compliance of admission and the head of the school will verify the list of students and other documents, so admitted.
- (ii) Any Authorized Officer of Directorate of Elementary Education may verify such admission and may call details/records of such admission.
- (iii) Any parent, aggrieved by the action of the school may file a complaint in writing to the Deputy Director of Elementary Education.
- (iv) Above officer as mentioned in serial no. 5(iii) shall maintain the Register or database of the grievances and shall take immediate appropriate action for its redressal.
- (v) The Director of Elementary Education, Government of Himachal Pradesh, if he is of opinion that in the interest of school education in Himachal Pradesh, in general and in order to implement the provisions of this order in particular, it is necessary so to do, may issue instructions/guidelines/clarifications from time to time.
- (vi) Guidelines and format can be downloaded from the official website [www.himachal.nic.in/eleedu](http://www.himachal.nic.in/eleedu) or [www.hp.gov.in/ssa](http://www.hp.gov.in/ssa).

7. The expenditure regarding fee reimbursement of 25% admission of the weaker section and disadvantaged group to the unaided private managed schools shall be incurred from the following Budget Head:-

Sr. No.	Demand No.	Head of Account
1	08	2202-01-102-03(OC)SOON
2	32	2202-01-789-14(PAN)
3	31	2202-01-796-18 SOON(PAN)

8. The Deputy Director of Elementary Education of the concerned district will release the amount of 25% admission of the weaker section and disadvantaged group to the unaided private managed schools through RTGS after proper verification by the concerned Block Elementary Education Officer.

9. As far as the financial implication vis-à-vis fee reimbursement claim is concerned, the same would be submitted to the Government as per formulae in the Rules after collecting data from the field for approval before reimbursement is actually made.

(b) 5

Form-I {Refer para 2(b)}

Form for Admission against free seats in entry level classes for children of weaker section and disadvantaged group in the State of Himachal Pradesh for Academic Year 201 -1  
(To be submitted after completion of admission process to Block Elementary Education Officer)

Name of the School:-----  
Recognition No. of School as per RTE Act, 2009-----  
U-DISE Code:-----  
Address: :-----  
Name of the Education Block-----District-----  
Contact No.-----Fax-----  
e-mail-----  
Name of Principal/Official in-charge of Admission:-----

S.No.	Particulars	
1	Total Number of seats available Pre-Primary Class	Total Seats General Seats Free Seats (at least 25% of total seats) Free seats filled Free Seats remained vacant
2	Total Number of seats available First Class	Total Seats General Seats Free Seats (at least 25% of total seats) Free Seats filled Free seats remained vacant
3	Date of issue of Admission Forms	
4	Period of submission of Admission Forms	From to
5	Date of display of list of eligible candidates	
6	Date of draw of lots (if number of application are more than the number of free seats)	Date Time
7	Date of display of list of successful candidates In the draw of lots along with waiting list	Date Time
8	Last date of admission	
9	Date of commencement of academic year	
10	Per child per month fee charges from a (other than 25%) student at 1 <sup>st</sup> class	
11	Per child per month fee charges from a (other than 25%) student at 6 <sup>th</sup> class	
12	Last date of deposit of fee for successful candidates in case of pre-primary class	

Place:  
Dated:

Signature of the Principal with stamp

(2)

**Form-II {Refer para 2(c)}**  
**Application Form for Admission under free seats Quota at entry level classes for children of weaker section and disadvantaged group in the State of Himachal Pradesh for the Academic Year 201 -1**  
 (To be submitted to admission school by the Parent/Guardian)

Name of the School:-----

Address:-----

Name of the Education Block-----District-----

Registration Number of Child (To be filled by the school)

Please Tick whichever is applicable

(i) Weaker Section

(ii) Disadvantaged group (Attach Proof)

S.No.	Particulars	
1	Name of the Child	
2	Name of Parents/Guardian	Mother : Father : Guardian:
3	Date of Birth of Child	
4	Residential Address with PIN Code	
5	Telephone/Mobile Number, if any	
6	Proof of residential address	
7	Profession of Parents	Mother : Father : Guardian
8	Total Annual Income of Parent/Guardian from all sources	

**Declaration by the Parent/Guardian**

I-----Mother/Father/Guardian of-----hereby declare that the information mentioned above is true and correct to the best of my knowledge and belief. I have read and understood all the provisions of the notification/directions in this regard. I am fully aware that in case any information found false or incorrect on verification, the admission of my ward may be cancelled.

Place:  
Dated:

Signature of the Parents/Guardian

(10) 7

3. Performance of free seats quota students

Total number of school days during the period: \_\_\_\_\_

S.No.	Admission No.	Name of the Student	Name of Father/Mother/Guardian	Number of days school attended	Aggregate grade at the time of claim bill submission	Remarks
1						
2						
3						
4 and so on						

4. Information regarding Grants

- i. Did you receive any grant for any purpose from the State Government /Central Government/Municipal Corporation/ Gram Panchyat or other Government agencies since the inception of the school? If yes (Please specify).
  
  
  
  
  
  
  
  
  
  
- ii. Did you receive any land or grant for the construction/renovation of school building from the State Government /Central Government/Municipal Corporation/Gram Panchyat or other Government agencies since the inception of the school? If yes (Please specify)

5. Fee Structure of the School

Provide the information regarding fee charged from the children, other than the weaker section and disadvantaged group (Enclose proof such as bank statement or counterfoil of payment received or any other authentic document for primary and upper primary classes separately )

Period	Fee	Building Fund	Computer Fund	Science Fund	Any other Fund	Total
Monthly						
Annually						

6. Reimbursement of claim format for the students belonging to 25 % category

(11)

i. Month-wise and Class-wise Claim

Class	Month	Rate of Amount per Student	No. of Students	Total Amount	Remarks
	April				
	May so on				

Note: Provide similar information of other classes

ii. Total reimbursement and Information for Electronics Transfer

Section	Total Amount	Grand Total	Name of the Bank	Name of the Branch	Account Number	IFSC Code
Primary						
Upper Primary						

Note: attach the enrollment certificate from the Governments schools as per S.No.1 (b)

Verification

It is certified that the above said particulars provided by the school for obtaining the fee reimbursement claim for 25% of students belonging to the weaker section and disadvantaged group are correct with further undertaking that all provisions as contained in the Right of Children to Free and Compulsory Education Act, 2009, and the Rules framed there under, are being complied with.

Place:  
Dated:

Signature of the Principal with Stamp

Verification by the Block Elementary Education Officer of the concerned Block

Verified and found correct

Name of the EEB  
Dated

Signature with Stamp  
Name of the BEEO  
Contact No.

(8) 6

Form-III {Refer para 2(d)}

Registration Slip under free seats Quota at entry level classes for children of weaker section and disadvantaged group in the State of Himachal Pradesh for the

Academic Year 201 -1

(To be issued to Parent by the school)

Name of the School:-----

Recognition No. of School as per RTE Act, 2009-----

U-DISE Code:-----

Address:-----

Name of the Education Block-----District-----

Telephone No.-----Fax-----

Name of Principal/Official in-charge of Admission:-----

Registration Number of Child

Please Tick whichever is applicable

(i) Weaker Section

(ii) Disadvantaged group

S.No.	Particulars	
1	Name of the Child	(Application received from)
2	Name of Parent/Guardian	Mother : Father : Guardian:
3	Date of received of Application	
4	Date of draw of lots (if required)	
5	Date of display of eligible candidate for Draw/Lottery	
6	Date of display of list of successful candidates In the draw of lots along with waiting list	
7	Last date of admission	

Place:

Dated:

Signature of the Principal with Stamp



(12) 7

No. ----- dated -----

**FORMAT OF NO OBJECTION CERTIFICATE { Refer para 1 (b) }**  
(To be submitted by Incharge of Government Primary School to Neighbourhood Private School)

To, The Headmaster/Principal,  
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**Sub: NOC regarding 25% admission of Children belonging to weaker Section and Disadvantaged group.**

Sir/Madam,

As per the provisions of RTE Act, 2009 and Rules/guidelines made there under, this school has enrolment of more than 25 students in Primary classes. Therefore, you are requested to start admission process for the year ----- as per norms issued by the appropriate Government.

Yours faithfully,



Incharge Government Primary School  
-----  
Elementary Education Block-----  
District-----  
Contact No.-----