



ATOMIC ENERGY EDUCATION SOCIETY

(An Autonomous Body under Department of Atomic Energy, Govt. of India)
Western Sector, Anushaktinagar, Mumbai – 400094

AEES/Non-DAE & RTE/Admission Circular/2020-21/C-16

10th January, 2020

FOR NON-DAE AND RTE STUDENTS

Admission circular seeking admission to the wards under the provisions of RTE Act and to the wards of Non-DAE Categories (ND-1 to ND-4) for Classes I-XII for the Academic Session 2020-21

This circular contains the guidelines for admission to classes from I to XII for the Academic Session 2020-21 in the Atomic Energy Central Schools/Junior Colleges for the wards seeking admission under RTE Act and for Non-DAE categories.

From the Academic Session 2015-2016, AEC schools are granting admissions under the provisions of RTE Act in class-I. Other Non-DAE wards (ND-1 to ND-4 categories) at all centres are also allowed to apply for Class I to XII through this admission circular.

Grant of non-DAE admissions in AEC schools is subject to availability of seats in respective classes after completion of DAE and RTE admissions in that school.

No additional sections can be opened due to the admissions under Non-DAE category.

Mere issue and acceptance of admission form will not guarantee the admission to the students belonging to Non-DAE categories.

1. Method of admission

a. Method of admission for students of Class I under RTE Act Programme

If the number of applications received seeking admission into Class I under the provisions of RTE Act are beyond the prescribed seats, respective Heads of AEC School should fill up the said fixed number of seats (as stated above) under RTE Act, by having a system of Draw of Lots. The composition of committee for drawing of lots will be as decided by the respective Chairman, LMC which may be, in general, in line with the procedure followed in KV Schools.

Composition of Committee for draw of lots:

Respective Chairman, LMC will constitute a committee for the purpose of conducting a Draw of Lots (to be held for Class I admissions only).

Wherever, the AEC Schools have registered online with the respective Education Department of the State Government Education Department for grant of admissions under the provisions of RTE Act, the respective State Government authorities have to be informed about the number of admissions that can be granted in Class I and only to that extent the admissions under RTE Act have to be granted.

The schools that have registered online with the state governments need not follow the schedule of RTE Admissions given below. They will follow the schedule of the State Governments.

Wherever, the AEC Schools seeking the names of students for admission under RTE Act Programme from the State Government Authorities, the Heads of Institutions are hereby instructed to inform the state govt. authorities about the 'Age Criterion' followed for admission in the AEES. They may be clearly informed that the students who have completed the age of 5 (Five) years as on March 31, 2020 are only eligible for admission in class I under RTE ACT Programme and the names of such children can only be forwarded for admission in class I under RTE ACT Programme in AEC Schools.

Respective Heads of AEC Schools have to take a decision in consultation with the LMCs whether the admissions under RTE Act have to be granted by following the guidelines of AEES or as per the allotment made by the State Government.

Under any circumstances, admissions under RTE Act cannot be made by adopting both AEES guidelines and also through State Government Online system. Heads of AEC Schools have to opt any one of them.

Heads of AEC Schools have to ensure that in any case, the number of admissions being granted in Class I under the provisions of RTE, Act should not exceed the prescribed number of seats.

b. Method of admission for students seeking admission under Non-DAE

Admission tests:

- **No admission test** for the students seeking admissions for classes I to VIII.
- **Admission test** would be conducted for classes IX and X. The test will be, in the subjects Hindi English, Maths and General Science, based on the syllabus of CBSE curriculum of the previous class to which the admission is being sought. The test will be for 3 hours duration and for a maximum of 100 marks which will cover all the above-mentioned subjects. The qualifying marks for the admission would be 33% in each subject.

2. Eligibility

a. Eligibility for grant of admission in Class I under the provisions of RTE Act:

Children who were born on or after 01/04/2013 and on or before 31/03/2015 residing in the neighbourhood area, who belong to Disadvantaged Group and/or Weaker Section are eligible to seek admission under the provisions of RTE Act, 2009.

Wherever, the AEC Schools seeking the names of students for admission under RTE Act Programme from the State Government Authorities, the Heads of Institutions are hereby instructed to inform the state govt. authorities about the 'Age Criterion' followed for admission in the AEES. They may be clearly informed that the children who were born on or after 01/04/2013 and on or before 31/03/2015 are only eligible for admission in class I under RTE ACT Programme and the names of such children can only be forwarded for admission in class I under RTE ACT Programme.

DEFINITION OF DISADVANTAGED GROUP

1. Child belonging to disadvantaged group means a child belonging to the Scheduled Caste, Scheduled Tribe, the socially and educationally backward class or such other group having disadvantage owing to social, cultural, economic, geographical, linguistic, gender or such other factor as may be specified by the appropriate government, by notification (Section 2(d) of RTE Act).
2. Child with special needs and suffering from disability will be determined as per the provision mentioned in RTE Act 2009 or as defined by the concerned State Govt.

DEFINITION OF WEAKER SECTION

Child belonging to weaker section means a child belonging to such a parent or guardian (declared by a Court or a Statute) whose annual income is lower than the minimum limit specified by the appropriate government, by notification (Section 2(e) of RTE Act). The income limit regarding economically weaker sections will be applicable as notified by the State Govt. concerned.

DEFINITION OF NEIGHBOURHOOD & PROOF OF RESIDENCE

Since AEC Schools are located in different states the respective State Govt. guidelines regarding the definition of neighbourhood may be followed.

b. Eligibility for students seeking admission under Non-DAE Categories (ND-1 to ND-4):

- I) Available seats/vacancy if any, for Non-DAE students belonging to ND-1 to ND-4 categories in each class will be put up on the notice board before issuing the application forms by the respective AEC Schools or by the Co-ordinating school where there is more than one school in a centre. The base strength of each section of a class will be considered for arriving at the no. of vacancies pertaining to Non-DAE admissions in that particular class. **Mere issue and acceptance of admission form will not guarantee Non-DAE admissions to the students.**
- II) Categories of Non-DAE wards for seeking admission in AEC Schools against the vacant seats, if any, is as follows.

Category Code	Description
ND-1	Wards of the Project Affected people, whose land has been acquired for the DAE project.
ND-2	The wards of Central/state Government/PSU employees engaged in DAE (e.g. Sausheelya, Mehatva, School for special children, Co-operative Credit Society, Banks, Post Office etc.) and the wards of the employees of contractors working for DAE projects and Wards of the defence/Paramilitary Personnel or wards of their widows.
ND-3	Grandchildren of serving/retired or expired DAE employees (One admission per employee). Grandchildren of AEES employees (serving/retired or expired) will have preference.
ND-4	Wards of people residing around DAE establishment

Note:

- (i) Non-DAE admissions for ND-1 to ND-4 categories may be considered subject to the availability of seats. In no case, the Non-DAE admission should lead to an increase of sections in any class.
 - (ii) For schools located in Narora, Rawatbhata, Kakrapar, Tarapur, Kaiga, Kudankulam, Kalpakkam & Anupuram, Manuguru, Jaduguda, Narwapahar, Turamdih, and Pazhakayal the local management committees are empowered to decide the order of priority of the Non-DAE categories as per the demand of local conditions which may vary from time to time and from one site to another site.
 - (iii) For schools located in Mumbai, Indore, Hyderabad and Mysore the order of Priority for admission of wards of Non-DAE employees will be generally in the order of merit of the Non-DAE categories.
 - (iv) Respective Chairman, LMC should forward the list of Non-DAE students with specific recommendations for grant of Non-DAE admissions to Central Office, AEES for approval.
- III) **Non-DAE Admissions have to be granted with the prior approval of the Central Office, AEES which will be based on the recommendations of respective Chairman, LMC.**
- IV) **Separate admission forms need to be submitted if the admission is sought under more than one category, i.e. RTE and other Non-DAE categories (ND1 - ND4).**

3. Age Criteria (For Non-DAE)

The eligible minimum and maximum age as on 31st March, 2020 for admission in various classes is as follows:

Class	Category	Minimum age on 31st March of the year in which admission is sought	Maximum age on 31st March of the year in which admission is sought
I	Non-DAE	5 Years	7 Years
II	Non-DAE	6 Years	8 Years
III	Non-DAE	7 Years	9 Years
IV	Non-DAE	8 Years	10 Years
V	Non-DAE	9 Years	11 Years
VI	Non-DAE	10 Years	12 Years
VII	Non-DAE	11 Years	13 Years
VIII	Non-DAE	12 Years	14 Years
IX	Non-DAE	13 Years	15 Years
X	Non-DAE	14 Years	16 Years

4. Application Forms

a. Application Forms for students seeking admission in Class I under RTE Act Programme (where admissions are done by school itself):

Admission Form can be downloaded from AEES website. The duly filled in form should be submitted to the school/JC (single school centre) or to the co-ordinating school in case of multiple school centre.

OR

Admission Form can also be obtained from the office of AEC school/JC (single school centre) or from the co-ordinating school in case of multiple school centres. The duly filled in form has to be submitted to that school (single school centre) or to the co-ordinating school in case of multiple school centre. However, the Chairman, LMC may decide/fix any particular school/JC for collection and submission of forms for the multiple school centres.

b. Application Forms for students seeking admission under Non-DAE categories:

Admission Form can be downloaded from AEES website. The duly filled in form along with an application fee of ₹ 100/- should be submitted to the school/JC (single school centre) or to the coordinating school in case of multiple school centre.

OR

Admission Form can also be procured by paying a Fee of ₹ 100/- from the office of AEC School / JC (single school centre) or from the coordinating school in case of multiple school centre. The duly filled in form has to be submitted to that school (single school centre) or to the coordinating school in case of multiple school centre. However, the Chairman, LMC may decide/fix any particular school/JC for collection and submission of forms for the multiple school centres.

5. Admission schedule:

a. Admission Schedule for students seeking admission under RTE:

Sr. No.	Schedule	Date	Time
01	Distribution of Admission Form for class I	Mar. 2 to Mar. 4, 2020	2 pm to 5 pm
02	Submission of the duly filled in Admission forms with all supporting documents	March 9 & 10, 2020	2 pm to 5 pm
03	Display of the list of students found eligible and qualified for admission to Class I	March 16, 2020	2 pm
04	Admission of RTE wards for Class I	March 20, 2020	9 am to 12 am

b. Admission Schedule for students seeking admission under Non-DAE categories:

Sr. No.	Schedule	Date	Time
1	Distribution of Admission Form for class I to class X	March 6 & 7, 2019	11 am to 1 pm
2	Submission of the duly filled in Admission forms with all supporting documents	March 13, 2020	11 am to 3 pm
3	Admission Test for classes IX and X	March 18, 2020	9 am to 12 noon
4	Display of list of students eligible for admission (All Classes)	March 23, 2020	4 pm
5	Admission of eligible Non-DAE students for Class I	March 27, 2020	9 am to 1 pm
6	Admission of eligible students for classes II to X along with Report Card and TC	March 30, 2020*	10 am to 12 noon
7	Admission to classes XI and XII	will be taken up after the announcement of class X result	

Note:

- No change in schedule is allowed without prior approval of the Central office, AEES.
- Distribution of Application/Admission Forms and its submission, display of lists, final admission etc. shall be done at the respective AEC Schools/ Co-ordinating schools as the case may be, where admission is sought.
- *Students who could not produce TC because in some cases the announcement of results will be after March 31. In all such cases provisional admission based on bona-fide pass certificate can be sanctioned.

6. Fee to be paid by the RTE/Non-DAE seeking admission for the Academic year 2020-21:

a. Fee for students seeking admission under RTE Act:

No fee will be charged from students admitted under RTE Act in class I till they complete Class-VIII. However, the employees who have the facility of fee reimbursement in their department cannot claim RTE concessions.

b. Fee for students seeking admission under Non-DAE categories:

Fees will be charged for six months/ twelve months of an academic session at the time of admission. However, the remaining fee, if applicable, should be paid in the month of October of that academic session.

The Fee Structure is as follows:

Category	Class	Tuition Fee (per month)	PVVN Fee (per month)	Computer Fee (per month)
In respect of Non-DAE students seeking admission in AEC schools located in urban areas i.e. Mumbai, Indore, Hyderabad and Mysore	I to V	3000	300	30
	XI & XII	3000	300	50
In respect of Non-DAE students seeking admission in AEC Schools at all other stations (except the schools mentioned at Sr. No. 1 in this table)	I to X	1500	300	30
	XI & XII	1500	300	50

7. Documents to be submitted alongwith the application form for admission in AEES.

a. Documents to be submitted for students seeking admission in class I under RTE:

Wherever admission is sought under the provisions of RTE Act, the following documents are required to be submitted at the time of admission in the respective schools,

- Certificate of proof of age in the form of original birth certificate issued by the authority competent to register births. This will include certificates from Notified Area Council/ Municipality/ Municipality Corporation extract about the date of birth from records of Village Panchayat endorsed under the seal and signature of the Revenue/Panchayat officer of the concerned area.
- A certificate that the child belongs to the Scheduled Caste/ Scheduled Tribe/ EWS/OBC (Non-Creamy Layer)/ BPL/ Differently-abled, wherever applicable, issued by the competent authority of State Government/ Union Government concerned. The certificate in respect of either of the parents may be accepted initially, for the purpose of admission, if this certificate is not available for the child. However, the certificate in respect of the child has to be submitted within a period of 3 Months from the date of admission.
- A Certificate from the civil surgeon/rehabilitation centre or any other competent authority defined by the Government of India certifying the child to be handicapped, wherever applicable. In case, where the handicap of the child can be visually seen by the Principal, the child may be accepted as handicapped even without a certificate. However, the parent may be advised to obtain the relevant certificate from the competent authority and submit the same to the school.
- Proof of residence.

Note: Proof of residence shall have to be produced by all applicants.

b. Documents to be submitted for students seeking admission under Non-DAE categories:

- For Class-I: Original birth certificate issued by the Municipality/ Municipal Corporation. OR the original birth certificate issued by Panchayat Office/Village Mukhia/Sarpanch of a Gram Panchayat endorsed under the seal and signature of the Revenue/ Panchayat Officer of the concerned area. Admission will not be granted on the basis of an affidavit in lieu of a birth certificate.
- For classes II-XII: Those seeking admission to any class from II to XII will be required to submit a valid and original Transfer Certificate (TC) from the school last attended. The TC produced should be appended with the signature of the Principal/Vice Principal (if Principal is not available). If the place of birth is not indicated in the TC of the previous school, the proof of place of birth of the child is to be produced. In case of students migrating from State Board School, the TC needs to be countersigned by the Education Officer concerned.
- Parents of wards who belong to ND-1 Category should submit relevant documents thereof from the concerned authorities i.e. Revenue Department and DAE Unit
- Parents who have superannuated or invalidated during service, and are applying for their wards under the ND-2 category, should submit a Retirement Certificate or Invalidation Certificate or Certificate from the DAE authority endorsing their employment in DAE, as applicable.
- Parents of the wards of Central/State Govt. /PSU employees engaged in DAE activities and/or working for the DAE applying under ND-2 category have to furnish a copy of their posting order along with the latest salary slip. The duly filled in application form has to be submitted to the school authorities after obtaining the counter signature of the administrative authorities of local DAE unit.

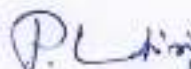
- Parents of wards of employees of the major contractors working for DAE units applying under ND-2 category have to furnish a copy of their posting order along with the latest salary slip. The duly filled in application form has to be submitted to the school authorities after obtaining the counter signature of the administrative authorities of local DAE unit.
- Wards of defence personnel/para-military personnel or wards of their widows applying under ND-2 should submit the documentary proof stating that their parents are/were defence personnel.
- Parents of wards who belong to ND-4 category should submit the proof of residence.
- Non DAE parents of all the aforesaid categories have to furnish latest salary certificate issued by the employer concerned in original or latest income certificate in original issued by the Revenue authorities along with the admission application.
- Immediately after obtaining the admission, parents are requested to collect back the original birth certificate from the respective Head of School while retaining an attested copy of birth certificate in the school for record.
- Original T.C. to be submitted at the time of taking admission. The original T.C. will not be returned if a student seeks to leave the school.
- Photocopy of the last Report card of the class for which annual examination was given.
- Photocopy of residential allotment letter issued by the concerned DAE Unit allotment section, wherever applicable.
- Latest pay slip, if seeking fee concessions, should be attested by the constituent DAE authorities and should be produced at the time of payment of fees.
- Caste certificate, if applicable. Attested photo copy of caste certificate in the name of the student has to be furnished in order to avail fee concession. Caste certificate of the parent shall not be considered.
- Fee concession will be granted only upon furnishing the Affidavit for Child's status.

Note:

- In a multiple school centre there is no need to invite school-wise applications for grant of Non-DAE admissions and no jurisdictions of area/buildings to such Non-DAE students is to be stipulated.
- A written undertaking/declaration is to be obtained from such Non-DAE parents that their wards are granted admission in a particular school of that centre/residential colonies, all such Non-DAE admissions will be subject to inter change among the AEC schools of the particular centres/residential colonies at any time during the course of their study.

Please visit www.aees.gov.in for general information about AEES. This information sheet with application form for admission can also be viewed from the website.

- Encl: 1. Application form for admission to classes I to XII for Non-DAE wards (ND-1 to ND-4 categories).
2. Application form for admission to class-I for the wards seeking admission under RTE Act.


P. Lahiri
(Secretary) 10/1/2020

Heads of AEC Schools/ Junior Colleges

Copy to:

1. Chairman, AEES, Mumbai
2. Chairman, LMC, AECS/JC
3. Head Personnel Division, BARC (10 copies for Notice Boards with a request to give wide publicity)
4. Registrar, TIFR, Mumbai-400005
5. CAO, HWB Office, V S Bhavan, Anushaktinagar, Mumbai-400094
6. CAO, DCS & EM, V S Bhavan, Anushaktinagar, Mumbai-400094
7. CA & AO, TMC, Parel, Mumbai-400012
8. Chief Administrative Officer, AEES, Mumbai
9. Under Secretary, Administration, Department of Atomic Energy, Mumbai-400001
10. Manager, Personnel, NPCIL, V S Bhavan, Anushaktinagar, Mumbai-400094
11. Manager, Personnel, NPCIL, Cuffe Parade, Mumbai-400095
12. Manager, Personnel, NPCIL, Anushaktinagar, Mumbai-400094
13. AO-III, AEES, Mumbai
14. Administrative Officer, DPS, V S Bhavan, Anushaktinagar, Mumbai-400094
15. Administrative Officer, HBCSE, Anushaktinagar, Mumbai-400094
16. Administrative Officer, BRIT, Turbhe, Navi Mumbai-400703
17. Administrative Officer, AERB, Anushaktinagar, Mumbai-400094
18. Principal and Head, Academic Unit, AEES, Mumbai
19. Deputy Head, Academic Unit and Vice-Principal, AEES, Mumbai
20. Accounts Officer, AEES, Mumbai
21. Admn. Officer-II, AEES, Mumbai
22. Asst. Admn. Officer, AEES (R&V/Sal./PC/Bills), AEES, Mumbai
23. Data Management Cell, AEES
24. Master File.

Cost: Rs. 100/-

Class of Admission	
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ATOMIC ENERGY CENTRAL SCHOOLS
Application Form for Admission to classes I to XII
For the Academic Year 2020-21
For Non-DAE wards (ND1 to ND4 categories)
(This form can be downloaded from www.aees.gov.in)

Affix latest photograph

Sr. No. 2020/ Admission No. (For Office Use)

To
 The Principal/Co-ordinating Principal
 ATOMIC ENERGY CENTRAL SCHOOL(s)/JC
 Centre

SC	ST	OBC	GEN
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(Tick (✓) in appropriate box)

Sir/Madam,

I request you to admit my son/daughter/ward to class _____ in _____ centre, under ND-_____ category (parent is requested to enclose appropriate documents as proof of belonging to specific category). The required particulars are given below:

1.	Name of the pupil in full (in BLOCK letters)	Surname	First Name	Middle Name
1a	Name proposed by parents to be entered into school records. (It will not be changed later.) In BLOCK letters.			
2	Date of birth	In figures		In words
		DD	MM	YYYY
3	Place of birth	Village:	Taluka:	
		Dist.:	State:	
4	Age as on 31 st March of the year of admission	Gender: Male/Female		
5	a) Name of the father in full (in block letters)	a)		
	b) Name of the mother in full (in block letters)	b)		
6	Official address with designation of the parent (father and/or mother)			
7	Complete Residential address			
8	a) CHSS Card No. of the child & Blood Group b) Aadhaar card No.			
9	Monthly income of the parents			
10	Telephone No. (if any) and e-mail	Office: _____ Residence: _____ Mobile: _____ e-mail: _____ Creche: _____ Emergency contact no. _____		
11	Family Status (Please put a X in appropriate place) and 'ND' category under which the child is applying	Family of: i) Single Girl Child only <input type="checkbox"/> ii) Two Girl Children only <input type="checkbox"/> iii) Others <input type="checkbox"/> Category: ND-_____ (specify the category number)		
12	Name of the home town of the employee as per official records.	Village: _____ Taluka: _____ Dist. _____ Nearest Rly. Stn. _____		
13	Name of the school and class in which the child was studying last year and its medium of instruction			

14	Whether it was a recognized institution (State Govt. /Cent. Govt.)	
15	Whether he/she was promoted to the class for which admission is sought (attach copy of report card)	
16	Class to which admission is sought	
17	Whether transfer certificate is attached (for classes II to XII)	
18	No. & date of transfer certificate	
19	Mother tongue of the child	
20	Identification Marks (any two)	1. 2.
21	Sibling(s) [brother(s)/sister(s)] name with class & school in which studying	
22	Any other information which the parent/guardian wishes to furnish	

DECLARATION BY PARENT/GUARDIAN

- a) I hereby declare that the information given about my son/daughter/ward (name of the child) _____ furnished by me is true and correct and that I will not demand any change in the date of birth mentioned at serial 2 at a future date.
- b) I am also aware that if the information furnished above is found to be false or incorrect, the admission will be cancelled and the child withdrawn from the school.
- c) I shall abide by the rules of the AEC schools (AEES).

Date: _____

Signature of the Parent/Guardian
Name: _____

Certified that the information mentioned in serial no. 1, 2, 5, 7 and 12 have been verified and found to be correct, wherever applicable.

(In case of admission under ND-2, ND-3 and ND-4 categories)

AO-III/ DEO/APO of concerned DAE Unit/Govt. official where employee works

OFFICE USE

Admit _____ to Class _____. Admitted to the Class _____. Admission no. _____ Folio no. _____ Receipt No. _____. The name has been entered in the class register.

Date: _____ Class Teacher _____ Principal _____

ENCLOSURES RECEIVED

1. Original Birth Certificate along with an attested copy is to be submitted at the time of admission.
2. In case child is admitted on transfer basis in class II or above, the original T.C. as per the guidelines issued by CBSE vide letter no. COORD/EC-30.7/2014 dated 28/11/2014 is to be submitted.
3. Quarter Allotments order/Sharing permission from the department of the parent/guardian, wherever applicable.
4. A copy of employment certificate of the parent from the concerned unit of DAE or attested copy of latest salary slip or copy of valid Identity card along with original Identity card for verification. OR Income certificate of parents issued by the employer concerned/Revenue Authorities
5. A copy of the Caste Certificate.
6. Certificate from the administrative head of the unit of DAE certifying correctness of address if residing outside, wherever applicable.
7. A copy of the CHSS card.
8. A copy of Aadhaar card in the name of the child.
9. Proof of Residence (essential): A self-declaration in writing from the parent may also be accepted.
10. Appropriate documents as proof of belonging to specific category (ND-1 to ND-4) as stated in admission circular are to be submitted.

Sr. No. 2020 / RECEIPT
AECS- _____ received an admission form from Master/Miss _____ son/daughter of _____ for admission to Class _____.

I have personally verified copies of the required documents/enclosures which are attached herewith.

Date: _____ (Dealing Assistant)

Cost: NIL

ATOMIC ENERGY CENTRAL SCHOOLS

Application Form for Admission to class-I

For the Academic Year 2020-21

For the wards seeking admission under RTE Act

(This form can be downloaded from www.aecs.gov.in)

Affix latest
photograph

Sr. No. 2020/

Admission No. (For Office Use)

To
The Principal/Co-ordinating Principal
ATOMIC ENERGY CENTRAL SCHOOL(s)/JC
Centre

SC ST OBC GEN

(Tick (✓) in appropriate box)

Sir/Madam,

I request you to admit my son/daughter/ward to class I, in centre, under RTE category. The required particulars are given below:

1.	Name of the pupil in full (in BLOCK letters)	Surname	First Name	Middle Name
1 a	Name proposed by parents to be entered into school records. (It will not be changed later.) In BLOCK letters.			
2	Date of birth	In figures		In words
		DD	MM	YYYY
3	Place of birth	Village: Dist.:	Taluka: State:	
4	Age as on 31 st March of the year of admission		Gender	Male / Female
5	a) Name of the father in full(in block letters)	a)		
	b) Name of the mother in full(in block letters)	b)		
6	Official address with designation of the parent (father and/or mother)			
7	Complete Residential address with address proof			
8	a) CHSS Card No. of the child & Blood Group b) Aadhaar card No.			
9	Monthly income of the parents			
10	Telephone No. (if any)and e-mail	Office: Residence: Mobile: e-mail: Creche: Emergency contact no.		
11	Name of the home town of the employee as per official records.	Village: Taluka: Dist. Nearest Rly. Stn.		
12	Mother tongue of the child			
13	Whether the pupil belongs to SC/ST/OBC/Other (Please specify Caste & Category and enclose a copy of the caste certificate in the name of the child.)			
14	Identification Marks (any two)	1. 2.		

15	Any other information which the parent/guardian wishes to furnish	
16	Distance of residence from the school to which admission is sought	
17	Whether the pupil belongs to weaker section	

DECLARATION BY PARENT/GUARDIAN

- a) I hereby declare that the information given about my son/daughter/ward (name of the child) _____ furnished by me is true and correct and that I will not demand any change in the date of birth mentioned at serial 2 at a future date.
- b) I am also aware that if the information furnished above is found to be false or incorrect, the admission will be cancelled and the child withdrawn from the school.
- c) I shall abide by the rules of the AEC schools (AEES).

Date: _____

Signature of the Parent/Guardian
Name: _____

OFFICE USE

Admit _____ to Class I. Admitted to the Class I Admission no. _____
Folio no. _____ Receipt No. _____ The name has been entered in the class register.

Date: _____ Class Teacher _____ Principal _____

ENCLOSURES RECEIVED

1. Original Birth Certificate along with an attested copy is to be submitted at the time of admission.
2. A certificate that the child belongs to the Scheduled Caste/ Scheduled Tribe/ EWS/OBC (Non-Creamy Layer)/ BPL/ Differently-abled, wherever applicable, issued by the competent authority in concerned State Government/ Union Government. The certificate as applicable in respect of either of the parents may be accepted initially, for the purpose of admission, if this certificate is not available for the child. However, the certificate in respect of the child has to be submitted within a period of 03 Months from the date of admission.
3. A Certificate from the civil surgeon/rehabilitation centre or any other competent authority defined by the Government of India certifying the child to be handicapped, wherever applicable. In case, where the handicap of the child can be visually seen by the Principal, the child may be accepted as handicapped even without a certificate. However, the parent may be advised to obtain the relevant certificate from the competent authority and submit the same to the school.
4. Attested copy of Ration card of parent's along with the name of the child.
5. Income Certificate in respect of parents issued by the employer concerned/ Revenue authorities
6. Proof of residence (essential) and distance from the school:
Note : A self-declaration in writing from the parent about distance of the residence from the school in which admission is sought may also be accepted to this effect.
7. A copy of Aadhaar card in the name of the child.

8

Sr. No. 2020 /

RECEIPT

AECS- _____ received an admission form from Master/Miss _____ son/daughter of _____
for admission to Class _____.

I have personally verified copies of the required documents/enclosures which are attached herewith.

Date: _____ (Dealing Assistant)