

**GOVERNMENT OF WEST BENGAL  
SCHOOL EDUCATION DEPARTMENT  
ELEMENTARY EDUCATION BRANCH  
BIKASH BHAWAN, 5TH FLOOR, SALT LAKE,  
KOLKATA - 700 091**

No. 524-SE(EE)/10M-186/2010

Dated: 25.11.2020

**MEMORANDUM**

The following methodology shall be followed for admission of children in elementary classes including Pre-Primary Class in all Government schools including Model schools and Integrated Schools for the academic session – 2021.

- (i) As per provision of the RTE Act, 2009, no child or his/her parents or guardian will be subjected to any kind of screening procedure. All children from 6-14 years shall be admitted to their age appropriate classes in neighbourhood schools, and elementary education including pre-primary education shall be provided to them free of cost.
- (ii) It has been decided that admission in elementary classes including pre-primary class shall be done through draw of lots if number of candidates seeking admission to a class is more than the number of seats available for admission.

**Mode of conducting draw of lots shall be as follows:**

- (A) At first a general draw of lots from amongst all applicants praying for admission irrespective of category [viz. SC/ST/OBC(A)/OBC(B) etc.] is to be done to select the unreserved candidates.
- (B) Thereafter a series of draw of lots from the left over applications are to be arranged category-wise to fill up the reserved seats.

**Category-wise percentages of reserved seats are as below:**

Scheduled Caste-22%, Scheduled Tribe-6%, OBC (A)-10%, OBC(B)-7% and Children with Special Need -3%.

It may be mentioned here in this connection that if seats reserved for SC remain unfilled by SC candidates they may be filled by ST candidates and vice versa. However, after completion of the aforesaid exercise if more seats are available which could not be filled up due to non-availability of SC/ST candidate they should be taken in the unreserved pool. Moreover seats meant for OBC(A) and OBC(B) candidates, if could not be filled up due to non-availability of OBC(A) and OBC(B) candidates, will also be taken in the unreserved pool. Such unreserved seats shall be filled by candidates as per norm. For this a waiting list may be maintained in the first draw of lots as at (ii) (A) above.

- iii) Children seeking admission for pre-primary class shall be 5 years of age or above and below 6 years as on 01.01.2021, all children of the age of 6-14 years shall be admitted to their age appropriate classes.

Children who have completed any class at a lesser age as per prevalent rule in force at the material point of time in any school may be allowed to proceed to the next class.

**The age appropriate classes would be as follows (Age will be calculated as on 01.01.2021):-**

- a) For Class I, the age of 6 years and above but less than 7 years of age.
- b) For Class II, the age of 7 years and above but less than 8 years of age.
- c) For Class III, the age of 8 years and above but less than 9 years of age.
- d) For Class IV, the age of 9 years and above but less than 10 years of age.
- e) For Class V, the age of 10 years and above but less than 11 years of age.
- f) For Class VI, the age of 11 years and above but less than 12 years of age.
- g) For Class VII, the age of 12 years and above but less than 13 years of age.
- h) For Class VIII, the age of 13 years and above but less than 14 years of age.

No student should be forced to drop out of education through the admission process. Moreover, out of

(Contd.....2)

school children are to be admitted for universalization of elementary education. Children with special need can be admitted at higher age in a class. In appropriate cases for calculation of age for admission, 4(four) months relaxation may be given depending on the merit of the case.

District Inspector of Schools (PE) / District Inspector of Schools (SE) shall ensure that no child in the above age group in the district is left out of the process of admission to his/her age appropriate class in a school nearer to his/her residence, as required under the RTE Act, 2009.

The District Education Officers, SSM, would facilitate admission of out of school children in schools and all schools should co-operate. Any school which wishes to increase the number of seats may send proposal to the department.

The admission procedure (distribution and receiving of admission forms of lottery, draw of lot, admission of candidates etc.) shall be done strictly as per COVID-19 protocol issued by the Government of West Bengal from time to time.

This may be communicated to all concerned for strict compliance.

  
25/11/20  
Joint Secretary

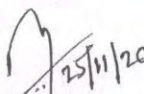
School Education Department.

No. 524/1/(133)/SE(EE)/IOM-186/2010

Dated: 25.11.2020

Copy forwarded to the:

- 1 Commissioner of School Education, West Bengal, Bikash Bhawan, 7<sup>th</sup> Floor, Salt Lake City, Kolkata -91.
2. State Project Director, PBSSM, Bikash Bhawan, 2<sup>nd</sup> Floor, Salt Lake City, Kolkata -91.
- 3-10 Addl. Secretary (Admin Branch)/Commissioner (Law Branch)/Commissioner(P&B)/Joint Secretary (Secondary Branch)/(Primary Branch), School Education Department, Bikash Bhawan, Salt Lake City, Kolkata - 700 091.
- 11) Commissioner, Kolkata Municipal Corporation, 5, S.N. Banerjee Road, Kolkata - 700 013, Fax- 2256 1434.
- 12) President, West Bengal Board of Primary Education, Acharya Prafullya Chandra Bhawan, DK-7/1, Sector - II, Salt Lake, Kolkata - 700 091, Fax No.2321-1202.
- 13) President, West Bengal Board of Secondary Education, Nivedita Bhawan, Karunamoyee, Bidhannagar, Kol-91. Fax No.2321-3812.
- 14-35) District Magistrate, .....(all Districts)
- 36-60) District Inspector of Schools (SE) .....(all Districts)
- 61-84) District Inspector of Schools (PE), .....(all Districts)
- 85-107) Chairman, DPSC .....(all Districts)
- 108-131) District Education Officer, SSM .....(all Districts)
- 132) Senior Scientist, NIC for uploading in the Web portal of this Deptt.
- 133) OSD to Hon'ble MIC, School Education Department for kind perusal of Hon'ble MIC.

  
25/11/20  
Joint Secretary

School Education Department.

## Guidelines for admission

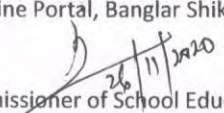
Guidelines for admission procedure in elementary classes including pre-primary class in all Government / Government Model Schools / Integrated Schools / Government Sponsored / Aided Primary / Upper Primary / High / Higher Secondary Schools for the Academic session – 2021, under the Provision laid down in the Government Order no. 524-SE(E) / 10M-186/2010 dated 25.11.2020 and no. 525-SE(E) / 10M-186/2010 dated 25.11.2020

Forms for admission will be available at school(s)/ Bangla Sahayata Kendra and Banglar Shiksha Portal ([www.banglarshiksha.gov.in](http://www.banglarshiksha.gov.in)) at free of cost . This form is applicable for all Government / Government Model Schools / Integrated Schools / Government Sponsored / Aided Primary / Upper Primary / High / Higher Secondary Schools .

1. The form must be submitted at the School / Schools applied for .
2. If any candidate has already collected / submitted the form supplied by the schools , there is no need for redoing the same .
3. The schedule of the admission procedure are as follows :

Sl. No.	Admission Procedure	From	To
1.	Distribution and Receiving of Admission Forms for Lottery	02.12.2020	09.12.2020
2.	Lotttery on any of the dates	11.12.2020	16.12.2020
3.	Admission of Candidate chosen through draw of lots	18.12.2020	23.12.2020

4. Self attested copy ( by the applicant or his / her guardian) of the birth certificate of the candidate is required to be submitted with the application form . If in any case the same is not available at the time of admission, the declaration by the guardian on the age of the ward, is to be accepted . The same is to be submitted by the guardian within the next six months as per RTE Rule , 2012.
5. Self- attested copy( by the applicant or his / her guardian) of the reservation certificate from the appropriate authority must be submitted with the application form to avail the facility of reservation .
6. All columns of the application form must duly be filled in.
7. Selected candidates must show original birth certificate / relevant documents with the exception as laid down in point (5) above and necessary certificate for reservation (if applicable) at the time of admission .
8. Claim for admission may be rejected if any of the candidates chosen through draw of lots fail to report on the notified date(s) of admission .
9. All teachers / non-teaching staff will have to abide by the duty roster framed by the HOI for smooth conduct of admission process.
10. The admission procedure (distribution and receiving of admission forms , draw of lot, admission of candidates etc.) shall be done strictly observing COVID-19 protocol ,issued by the competent authority from time to time . NO CHILDREN SHOULD COME TO SCHOOL IN ANY OF THE PROCESS MENTIONED ABOVE . School Authority must ensure proper sanitisation of school before taking up the admission process .
11. Transfer/ Promotion and Admission shall be done through Online Portal, Banglar Shiksha : By 23.12.2020

  
Commissioner of School Education ,  
West Bengal

ক্রমিক সংখ্যা ..... (বিদ্যালয় পূরণ করবে)

বিদ্যালয়ে ভর্তির আবেদনপত্র -২০২১ শিক্ষাবর্ষ  
(বিদ্যালয়ের অংশ )

শিশুর সাম্প্রতিক ছবি

বিদ্যালয়ের নাম .....

.....শ্রেণিতে ভর্তির আবেদনপত্র

সাধারণ /তফশসিলি জাতি /তফশসিলি উপজাতি /বিশেষ চাহিদাসম্পন্ন শিশু /অন্যান্য অনগ্রসর শ্রেণি(এ) /অন্যান্য অনগ্রসর শ্রেণি(বি)  
আবেদনকারীর নাম :

বাংলা / মাতৃভাষা : .....

ইংরেজি : .....

মাতৃভাষা : ..... লিঙ্গ : পুরুষ / নারী / অনালিঙ্গ

জন্ম তারিখ : .....  
(শংসাপত্রের স্ব-প্রত্যয়িত প্রতিলিপি সঙ্গে দিতে হবে )

পিতার নাম :

বাংলা / মাতৃভাষা : .....

ইংরেজি : .....

মাতার নাম :

বাংলা / মাতৃভাষা : .....

ইংরেজি : .....

পূর্ণ ঠিকানা .....

দূরভাষ .....

পূর্ববর্তী বিদ্যালয়ের নাম ও পূর্ণ ঠিকানা : .....

অভিভাবক/অভিভাবিকার পূর্ণ স্বাক্ষর

বি.দ্র. - সংরক্ষণের সুবিধা - প্রার্থীদের উপযুক্ত কর্তৃপক্ষ-প্রদত্ত শংসাপত্র দেখাতে হবে এবং তার স্ব-প্রত্যয়িত প্রতিলিপি সঙ্গে দিতে হবে

ক্রমিক সংখ্যা ..... (বিদ্যালয় পূরণ করবে)

বিদ্যালয়ে ভর্তির আবেদনপত্র -২০২১ শিক্ষাবর্ষ  
(আবেদনকারীর অংশ )

শিশুর সাম্প্রতিক ছবি

বিদ্যালয়ের নাম .....

.....শ্রেণিতে ভর্তির আবেদনপত্র/ভর্তির আবেদনপত্র

সাধারণ /তফশসিলি জাতি /তফশসিলি উপজাতি /বিশেষ চাহিদাসম্পন্ন শিশু /অন্যান্য অনগ্রসর শ্রেণি(এ) /অন্যান্য অনগ্রসর শ্রেণি(বি)

আবেদনকারীর নাম :

বাংলা / মাতৃভাষা : .....

ইংরেজি : .....

মাতৃভাষা : ..... লিঙ্গ : পুরুষ / নারী / অনালিঙ্গ

জন্ম তারিখ : .....  
(শংসাপত্রের স্ব-প্রত্যয়িত প্রতিলিপি সঙ্গে দিতে হবে )

পিতার নাম :

বাংলা / মাতৃভাষা : .....

ইংরেজি : .....

মাতার নাম :

বাংলা / মাতৃভাষা : .....

ইংরেজি : .....

পূর্ণ ঠিকানা .....

দূরভাষ .....

পূর্ববর্তী বিদ্যালয়ের নাম ও পূর্ণ ঠিকানা : .....

(বিদ্যালয় কর্তৃপক্ষের স্বাক্ষর ও সিলমোহর )

বি.দ্র.-১. জন্ম তারিখের প্রমাণ হিসাবে কর্পোরেশন /মিউনিসিপ্যালিটি /পঞ্চায়েত -প্রদত্ত বা অন্য কোনও আইনানুগ শংসাপত্র বিবেচিত হবে ।

২. সংরক্ষিত আসনের ক্ষেত্রে সরকারি বিধিবদ্ধ আইন প্রযোজ্য ।

APPLICATION FORM FOR ADMISSION IN SCHOOL -2021 SESSION  
(SCHOOL PART)

SL. NO.....  
(FOR SCHOOL USE)

NAME OF THE SCHOOL : .....  
APPLICATION FOR CLASS : .....

RECENT  
PHOTOGRAPH OF  
THE APPLICANT

GENERAL /SCHEDULED CAST / SCHEDULED TRIBE /CHILDREN SPECIAL NEED /OBC(A)/OBC(B)  
NAME OF THE APPLICANT :

IN BENGALI/MOTHER TONGUE : .....  
IN ENGLISH : .....

MOTHER TONGUE : ..... GENDER : MALE/FEMALE/TRANSGENDER

DATE OF BIRTH : .....

[SELF ATTESTED COPY (BY THE APPLICANT OR HIS /HER GUARDIAN ) OF BIRTH CERTIFICATE MUST BE ATTACHED]

NAME OF FATHER :

IN BENGALI/MOTHER TONGUE : .....  
IN ENGLISH : .....

NAME OF MOTHER :

BENGALI/MOTHER TONGUE : .....  
ENGLISH : .....

FULL ADDRESS .....

CONTACT NO. ....

NAME & ADDRESS OF EARLIER SCHOOL(IF ANY) .....

(FULL SIGNATURE OF GUARDIAN)

N.B : SELF ATTESTED COPY (BY THE APPLICANT OR HIS /HER GUARDIAN ) OF THE CERTIFICATE FROM THE APPROPRIATE  
AUTHORITY MUST BE SUBMITTED WITH THE APPLICATION FORM TO AVAIL THE FACILITY OF RESERVATION .

APPLICATION FORM FOR ADMISSION IN SCHOOL -2021 SESSION  
(APPLICANT PART)

SL. NO.....  
(FOR SCHOOL USE)

NAME OF THE SCHOOL : .....  
APPLICATION FOR CLASS : .....

RECENT  
PHOTOGRAPH OF  
THE APPLICANT

GENERAL /SCHEDULED CAST / SCHEDULED TRIBE /CHILDREN SPECIAL NEED /OBC(A)/OBC(B)  
NAME OF THE APPLICANT :

IN BENGALI/MOTHER TONGUE : .....  
IN ENGLISH : .....

MOTHER TONGUE : ..... GENDER : MALE/FEMALE/TRANSGENDER

DATE OF BIRTH : .....

[SELF ATTESTED COPY (BY THE APPLICANT OR HIS /HER GUARDIAN ) OF BIRTH CERTIFICATE MUST BE ATTACHED]

NAME OF FATHER :

IN BENGALI/MOTHER TONGUE : .....  
IN ENGLISH : .....

NAME OF MOTHER :

IN BENGALI/MOTHER TONGUE : .....  
IN ENGLISH : .....

FULL ADDRESS .....

CONTACT NO. ....

NAME & ADDRESS OF EARLIER SCHOOL(IF ANY) .....

(SIGNATURE & SEAL OF THE SCHOOL AUTHORITY )

N.B : 1. CERTIFICATE FROM CORPORATION / MUNICIPALITY /PANCHAYAT / ANY OTHER CMPETENT THORITY WILL BE CONSIDERED  
AS LEGAL PROOF OF DATE OF BIRTH

2. EXISTING GOVT. RULES WILL BE APPLICABLE FOR RESERVATION