

ਪੰਜਾਬ ਸਕੂਲ ਸਿੱਖਿਆ ਬੋਰਡ
(ਐਡੀਲੀਏਸ਼ਨ ਸ਼ਾਖਾ)

ਵੱਲ:

ਪ੍ਰਿੰਸੀਪਲ/ਮੁੱਖ ਅਧਿਆਪਕ,
ਸਮੂਹ ਐਡੀਲੀਏਟਿਡ/ਐਸੇਸੀਏਟਿਡ ਸਕੂਲਜ਼,
ਪੰਜਾਬ।

ਨੰਬਰ (340147) ਪਸਸਬ-ਐਡੀ:2025/

ਮਿਤੀ:

ਵਿਸ਼ਾ:- Guidelines for implementation of Section 12(1)(c) of " The Right of Children to Free and Compulsory Education Act-2009" in the state of Punjab.

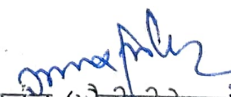
ਉਪਰੋਕਤ ਵਿਸ਼ੇ ਸਬੰਧੀ Director School Education, (Elementary) Punjab, Service Branch, S.A.S.Nagar ਵੱਲੋਂ ਪੱਤਰ ਪ੍ਰਾਪਤ ਹੋਇਆ ਹੈ। ਜਿਸ ਵਿੱਚ Government of Punjab, Department of School Education ਵੱਲੋਂ ਹੇਠ ਲਿਖੇ ਅਨੁਸਾਰ ਹੁਕਮ ਕੀਤੇ ਗਏ ਹਨ:-

The Department of School Education, Punjab (hereinafter referred to as the "Department") has, vide the notification number SED-EDU 701016/2023-4EDU71/1060127/2025, dated 21-03-2025, issued order on the subject cited above, mandating all private unaided schools, to reserve 25% of the seats to be filled exclusively by children belonging to weaker sections and disadvantaged group.

These guidelines are hereby issued in continuation of the above, to streamline the admission process in the schools falling under the relevant provisions of section 12(1)(c) of Right of Children to Free & Compulsory Education Act (hereafter referred as "RTE" Act) 2009, and also to make the implementation of the provision transparent, and fair.

All private unaided schools, except minority schools, shall admit children belonging to the economically weaker section and disadvantaged groups of the society in Nursery or LKG or UKG or Class-1 (whichever is the entry level classroom of the school) to the extent of at least 25% of the total seats.

ਉਪਰੋਕਤ ਹੁਕਮ ਦੀ ਕਾਪੀ ਪੱਤਰ ਨਾਲ ਨੱਥੀ ਹੈ।


ਸੁਪਰਡੈਂਟ (ਐਡੀਲੀਏਸ਼ਨ) 26/11/25

ਵਾ: ਸਕੱਤਰ, ਪੰਜਾਬ ਸਕੂਲ ਸਿੱਖਿਆ ਬੋਰਡ।

Standard Operating Procedures (SOPs) reg. Section 12(1)(c) of the RTE Act, 2009.

From: DPSE Service <dpse.service@punjabeducation.gov.in>

Sent: Thu, 18 Sep, 2025 at 11:39 am

DEO EE Amritsar, DEO EE Bathinda, DEO EE Barnala, DEO EE Faridkot, DEO EE Ferozepur,
DEO EE Faisalabad, DEO EE Fatehgarh Sahib, DEO EE Gurdaspur, DEO EE Hoshiarpur, DEO EE Jalandhar,
DEO EE Kapurthala, DEO EE Ludhiana, DEO EE Moga, DEO EE Mansa, DEO EE Muktsar Sahib,
DEO EE Patiala, DEO EE Pathankot, DEO EE Roop Nagar (Ropar), DEO EE Sangrur,
DEO EE SAS Nagar, Mohali, DEO EE SBS Nagar, DEO EE Taran Tarn, DEOSE Malerkotla,
deose.amritsar@punjabeducation.gov.in, DEOSE Barnala, DEO (SE) Bathinda, DEOSE Faridkot,
deose.fatehgarhsahib@punjabeducation.gov.in, DEOSE Ferozepur,
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directorscert@punjabeducation.gov.in, chairman@pseb.ac.in, chairman.pseb@punjab.gov.in,
State MIS Punjab, ADC D BTI, agaepunjab@cag.gov.in

Standard Operating Procedures SOPs for Sec 12(1)(c) of RTE Act, 2009.pdf (3.1 MB)

Respected Sir/Madam,

Please find enclosed attachment herewith and do the needful.

Regards

Director School Education, (Elementary) Punjab

Service Branch, S.A.S Nagar.

Contact No. 0172-2233916

E-mail: dpse.service@punjabeducation.gov.in

Pl. Sd
28/10

[Signature]

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म-01 (मालिकोती) 28/10/25
AS-11

**Government of Punjab
Department of School Education**

Order

No E-861949/2025/

Date: 14/08/2025

Subject: Guidelines for implementation of Section 12(1)(c) of "The Right of Children to Free and Compulsory Education Act-2009" in the state of Punjab.

The Department of School Education, Punjab (hereinafter referred to as the "Department") has, vide the notification number SED-EDU 701016/2023-4EDU71/1060127/2025, dated 21.03.2025, issued order on the subject cited above, mandating all private unaided schools, to reserve 25% of the seats to be filled exclusively by children belonging to weaker sections and disadvantaged group.

These guidelines are hereby issued in continuation of the above, to streamline the admission process in the schools falling under the relevant provisions of section 12(1)(c) of Right of Children to Free & Compulsory Education Act (hereafter referred as "RTE" Act) 2009, and also to make the implementation of the provision transparent, and fair.

All private unaided schools, except minority schools, shall admit children belonging to the economically weaker section and disadvantaged groups of the society in Nursery or LKG or UKG or Class- I (whichever is the entry level classroom of the school) to the extent of at least 25% of the total seats.

1. Applicability Criteria for Schools:

- a. These guidelines will be applicable to all the private unaided schools (except the minority schools) as described in sub-clause (iv) of clause (n) of Section 2 of the RTE Act, 2009.

2. Eligibility criteria for students:

- a. The following categories of children, who belong to Disadvantaged Groups (DG) shall be eligible as per notification issued by the Department vide notification No.2/4/10-2E7/8770 dated 18th November, 2010.
 - i. Weaker Section.
 - ii. Scheduled Caste (No income limit)
 - iii. Backward Class/Other Backward Class (non-creamy layer).
 - iv. War widows' children
 - v. Destitute parents' children (minimum 50% disability)
- b. The children, whose family income from all resources is below 8.0 lakhs per annum (Vide letter no. 1/16/2019-RCI/116 dated 14th May, 2019 of Department of Social Justice, Empowerment and Minorities, Punjab, as amended), will be identified as children belonging to Weaker Section who will be



*EWS limit is subject to change annually, as per limit prescribed by the Department of Social Justice, Empowerment and Minorities, Punjab.

c. Category-wise seat reservation:

- i. The division of 25% seats under the Right to Education (RTE) quota shall be as follows:

Category	Sub-classification of the 25% seats
Economically Weaker Section	12.5%
S.C.	5%
B.C./ O.B.C.	5%
War widows children	1.25%
Destitute parents' children (Minimum 50% disability)	1.25%

- ii. Sufficient Efforts will be made to ensure that seat allocation is completed in all categories as per the percentage prescribed above.

In such event that seats allocated under any specific category within the 25% reservation quota remain unfilled upon the conclusion of the admission cycle, then the unfilled seats shall, be considered for reallocation to eligible applicants from other sub-categories within the same 25% quota, subject to the availability of such applicants.

3. Neighbourhood Criteria for candidate-school mapping:

- Children residing within a 1 km radius of the school will receive first priority for draw/admissions.
- Children residing within a radius of 3 km of the school will get second preference in the draw/admission.
- Thereafter, in the case of unfilled vacancies, the applicants residing beyond 3 km but within 6 km radius will be considered.

Note: The School transportation costs will be borne by the parents/guardians, wherever applicable.

4. Age Classification Criteria into Entry Class(es):

For the purpose of admission, "Entry Class(es)" shall refer to the entry grade(s) of formal schooling i.e. Nursery, LKG, UKG or Class I.

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The minimum age of child for the purpose of admission in each class shall be as follows as on 31st March 2025:

Entry level Class	Age
Nursery	3 Years
LKG	4 years
UKG	5 Years
First	6 Years

5. Calculation of 25% seats composition in schools:

- 25% of seats will be calculated from the total admissions of the previous academic year in the entry-level class.
- For newly registered schools, the 25% seats will be calculated on the basis of approved class strength.

Note: While calculating the number of seats equal to 25%, in case the number of seats is a fraction, the same shall be rounded off to the nearest whole number.

6. Application Process: All the eligible parents shall apply at the official portal. Guidelines along with timelines for the same shall be issued separately.

7. Eligibility Documents for application:

Areas of verification	Category	Accepted/Verified Documents
Age Proof	Applicable for all	<p>Anyone of the following documents is valid for proof for age:</p> <p>Birth certificate under the Births, Deaths and Marriages Registration Act, 1886</p> <p>OR</p> <p>Hospital/ Auxiliary Nurse and Midwife (ANM) register record;</p> <p>OR</p> <p>Anganwadi record;</p> <p>OR</p> <p>Declaration through a self-declaration affidavit of the age of the child by the parent or guardian.</p>
Document required for proof of	Applicable for all	<p>Any <u>one</u> of the following:</p> <ul style="list-style-type: none"> - UID- Aadhaar Card - Voter Identity card

residence		(Parents/Legal Guardian) - ORR (Ordinary Resident Register) issued by the appropriate authority - Electricity Bill - Telephone Bill - Gas bill - Water Bill - House Tax Receipt - Driving License - Copy of Rent Agreement/Registered deed - Bank passbook/bank statement reflecting current address in Punjab - Ration Card - Certificate by Employer - Certificate from Tehsildar/Local Authority - Certificate from Child Welfare Committee (CWC), in case of children declared CNCP or CICA are residing in a Child Care Institution (CCI) - Passport
Caste Certificate	SC or OBC (non creamy layer)	Issued by the competent authority
War widows children	DG	<ul style="list-style-type: none"> • War Widow/Ex-Serviceman (ESM) Identity Card • Discharge Book/Service Particulars of the Deceased Soldier • Pension Payment Order • Death Certificate of the Soldier • Dependent Identity Card • Ex-Servicemen ID Card • Any other documentation from the Department of Sainik Welfare, Punjab, or other departments declaring the same
Destitute parents' children (minimum 50% disability)	DG	Any one of the following: i) Certificate of disability from Civil surgeon ii) Unique Disability ID (UDID) card

Economically Weaker Section	EWS	Any one of the following: i) National Food Security Act, 2013 (NFSA) Beneficiaries. ii) Income certificate issued by the
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		Revenue Department, Punjab.
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8. Seats Allotment: Children will be allotted admissions in the schools of their preference as per these guidelines by an online draw of lots.

9. Responsibilities of the School Management:

- i. The school shall admit all students who are allotted seats via the online draw system. It is hereby directed that no school or person shall, while admitting such a child, collect any capitation fee and subject the child or his/her parents or guardian to any screening procedure against the seats allocated under Section 12(1)(c) of the RTE Act, 2009.
- ii. The School shall ensure that the students admitted under the guidelines shall not be segregated from other children in the classrooms nor shall their classes be held at places and timings different from the classes held for the other children. It shall also be ensured by schools that the children admitted under 25% quota should not be discriminated against in any manner pertaining to permissible entitlements such as library, Information Computer Technology facilities, extra-curricular activities and sports etc. Further, the School shall take proactive measures to make the classrooms inclusive and safe space for all children. Schools shall not charge any extra money from parents in the form of activity fees, sports fees, computer fees, annual fees, exam fees, or any other similar charges.
- iii. The school shall update students' enrolment status after each admission cycle on the computerized online admission system. The school shall also update students' attendance regularly.
- iv. Only for the academic year 2025-26, out of the 25% of eligible seats under RTE, if certain seats are already filled in the relevant class in the school by students of Economically Weaker Section and/or Disadvantaged Group, then the school shall indicate so over the portal and update the students' details. The online centralised admission will then be applicable on the vacant seats.
- v. The school shall attend the capacity-building event organised by the Department of School Education/ District Education Office/Block Primary Education Office regarding the subject matter.

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- vi. If any person feels aggrieved by the decision of the District Education Officer, she/he may prefer an appeal to the Punjab State Commission for Protection of Child Rights within thirty (30) days from the date of the impugned order of the District Education Officer, in accordance with Section 32(3) of the Right of Children to Free and Compulsory Education Act, 2009.

10. Reimbursement of fee to the schools:

- i. For the children admitted against the 25% reserved seats, the fee of such students shall be reimbursed as per sub-section 2 of section 12 of *"The Right of Children to Free and Compulsory Education Act-2009"* to said school.
- ii. To receive fee reimbursement of such children admitted against 25% reserved seats, such school shall provide a separate designated bank account, in the name of the respective school, to the Competent Authority. This account shall be used exclusively for the purpose of receiving the reimbursement amount from the competent authority. The reimbursement shall be credited into this account strictly as per the norms and procedures prescribed by the Government. No other transactions shall be carried out through this account. The school shall maintain accurate and up-to-date records of the receipts and expenditures from this account, and shall submit the requisite statements, along with supporting documents, to the concerned authority for audit and verification as and when required.
- iii. The school shall receive fee reimbursement for the expenditure incurred by the school to the extent of per-child-expenditure, as determined by the Government of Punjab, or the actual school fee, whichever is less. Detailed guidelines in this regard shall be issued later.
- iv. If a school is already under obligation to provide free education to a specified number of children, as such school received land, buildings, equipment, or other facilities free of cost or at a concessional rate; or if the school has already provided free education to the disadvantaged group or other categories of children, then such school shall not be entitled to reimbursement to the extent of that obligation.

11. Grievance Redressal Mechanism:

- i. The District Education Officer (Elementary Education), of the concerned district shall be the Grievance Redressal Officer. He/she shall be the authority to hear the complaint and pass the order within a period of 15 days.
- ii. The concerned DEO (Elementary/Secondary) shall himself/herself or through a representative randomly inspect schools in their jurisdiction at least once a year to monitor



the implementation of the Sec 12(1)(c) of the RTE Act.

- iii. Any violation with regards to the implementation of Section 12(1)(c) of the RTE Act, 2009 will result in actions against the school. The District Education Officer (Elementary/Secondary) may recommend to the Department of School Education the penal action against the school in accordance with section 18(5) of the Right of Children to Free & Compulsory Education Act 2009.
- iv. This action can be initiated either by District Education Officer (Elementary/Secondary) at his/her own initiative or based on a complaint received from any person.
- v. However, no action shall be initiated against the school or adverse recommendation made by the District Education Officer without providing reasonable and adequate opportunity to the school. Provided further, any such recommendation by the District Education Officer shall contain complete documentary evidence.
- vi. If any person feels aggrieved with the decision of the District Education Officer (Elementary/Secondary), she/he may file an appeal to the Punjab State Commission for Protection of Child Rights in accordance with section 32(3) of RTE Act.

Place: Chandigarh
Dated: 14.08.2025

Anindita Mitra
Secretary to Government of Punjab
Department of School Education

Endst. No. 288-98

Date: 14-08-2025

A copy of the same is forwarded to the following for information and necessary action:-

- 1) P.A. to Hon'ble Secretary, School Education, Punjab.
- 2) P.A. to Hon'ble Director General, School Education, Punjab.
- 3) P.A. to Chairman, State Commission for Protection of Child Rights, Punjab.
- 4) P.A. to Principal Accountant General (Audit), Punjab.
- 5) P.A. to all Deputy Commissioner's, Punjab.
- 6) P.A. to Director, School Education, (SE/EE), Punjab.
- 7) P.A. to Director, State Council of Educational Research and Training, Punjab.
- 8) P.A. to Chairman, Punjab School Education Board, SAS Nagar.
- 9) A copy of this is forwarded to all the District Education Officers (Elementary and Secondary) in the State of Punjab with the direction to ensure strict compliance with the above instructions.
- 10) D.M., MIS wing, Punjab.


(Harkirat Kaur Channe)
Director, School Education (EE), Punjab