

**GOVERNMENT OF MANIPUR
DIRECTORATE OF EDUCATION (S)**

NOTIFICATION

Imphal, the 21st November, 2022.

No. 17/1/1-259/2022-DE(S): In exercise of the powers conferred by section 38(1)(2)(d) of the Right of Children to Free and Compulsory Education Act, 2009 & the rules made thereunder and approval of the Government conveyed vide letter No. 40/2/2020-SE(S) dated 13/04/2022, the Guidelines for implementation of Section 12(1)(C) of the RTE Act, 2009 in connection with "25% reservation in admission of children belonging to weaker section and disadvantaged group in the private unaided schools in Manipur" is notified for general information. This shall extend to the whole of State of Manipur with immediate effect.


(L. Nandakumar Singh)
Director of Education(S)

Copy to:

1. Secretary to the Hon'ble Governor of Manipur.
2. Secretary to the Chief Minister, Manipur.
3. Secretary to Minister (Education), Manipur.
4. Staff Officer to Chief Secretary, Government of Manipur.
5. Addl. Chief Secretary (Finance). Government of Manipur.
6. Secretary, Manipur Legislative Assembly, Manipur.
7. Secretary (Law & Legislative Affairs). Government of Manipur.
8. Commissioner (Education(S), Government of Manipur.
9. State Project Director, Samagra Shiksha, Manipur.
10. Director (Treasuries & Accounts), Government of Manipur.
11. Secretary, COHSEM/ BSEM.
12. All Zonal Education Officers.
13. All Heads of Schools concerned.
14. All concerned.

Admission and Reimbursement Procedure under Section 12 (1) (C) of RTE Act.

In pursuant to the Government notification number 30/39/10-SE(S) dated 21st October 2010 regarding RTE rules, Guidelines for 25% admission of children belonging to weaker section and disadvantaged group in private unaided schools in Manipur 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) **“RTE Rules”** means the Right of Children to Free and Compulsory Education, Rules, 2010 as amended from time to time.
- (c) **“School”** means a school as defined under sub-clauses(iii) and (iv) of clause (n) of section-2 which provide education up to elementary level.
- (d) **“Neighbourhood”** as may be derived from Rule 4(1) (a) & (b) of the Right of Children to Free and Compulsory Education, Rules, 2010.
- (e) **“Child belonging to disadvantaged group”** means a child belonging to the Scheduled Caste, the Scheduled Tribe, orphans*, children with special need and HIV affected/infected children as defined under Rule 2(5).
- (f) **“Child belonging to weaker section”** means a child belonging to Backward class, Minorities and includes OBCs whose parents’ income does not exceed Rs. 40000/- per annum as defined under Rule 2(6).

1. Conditions for reservation of seats:

- (a) The entry level class for this provision is Class I, as stated in Section 12 (1) (C) of the RTE Act 2009.
- (b) In case of neighbourhood, where there are no Government Schools but at least one (or more) Private Schools or Specified Category Schools, provision of Section 12 (1) (C) of the RTE/25% children belonging to weaker section and disadvantaged group shall be implemented.
- (c) 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 should be initiated by the Government Primary schools and unaided private schools, if the neighbourhood government school as defined under Rule 4(1) has the enrolment of more than **25 children in class I/ Entry level.**
- (d) In-Charge of neighbourhood Government Primary school shall issue NOC to the neighbourhood private school/Special category school regarding 25% reservation of children belonging to weaker section and disadvantaged group on or before 1st week of February (or the timeline given in the academic calendar, whichever is applicable) for every year after having been satisfied on clause 1(b) above.
*(*single parents also to be included in the Orphan Category)*
- (e) The Private Schools must be recognized by the competent authority.
- (f) Every recognized private school and specified category schools shall convey the class-wise breakup of approved seats and enrolment to the Zonal Education Officer (ZEO)/District Education Officer (DEO) during admission process on or before 3rd week of February of every year.
- (g) The Government is committed and obligated to provide a Govt. Primary School at a distance of 1 Km and a Govt. Upper Primary School at a distance of 3 Km. As the State has already opened Government Primary Schools and Government Upper Primary 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 Class I of the Govt. Primary School or Upper Primary School is not less than 25 Children.

For the purpose of this clause neighbourhood school means:

- (i) A primary school which is located within a walking distance of 1 kms (one 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.

- (h) Private Schools/Special Category Schools to submit total enrolment by 4th week of February.

2. 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 the 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) List of eligible candidates to be displayed for draw
 - (v) Date of draw of lottery.
 - (vi) Date of display of the list of successful candidates along with waiting list
 - (vii) Last date of admission
- (b) Every school shall submit the information in Form-1 after completing the entire process to the Zonal Education Officer.
- (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 parents/guardian.
- (f) In case the number of applications for admission against the free seats is less than the number of seats available other than at serial no. 1(b), 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 applications for admission against the free seats at entry level classes exceeds the number of seats available, admission shall be made by draw of lottery 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 DI nominated by Director of Education(S).
- (h) The school shall furnish all such details as mentioned at serial no. 3 (a), (b), (c), (d). and (e) regarding free seats on its website if available and also on official website www.manipureducation.gov.in of Directorate of Education (School) 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.

3. Documents required for admission of 25% children:

- (i) **Age proof certificate** shall be accompanied as per Rule-9 and clarification on provisions under RTE Act issued by Government of India.
- (ii) Every application for the admission of child belonging to SC, ST, OBC and minorities shall be accompanied by a **relevant certificate** in the name of the child issued by the competent authorized officer.
- (iii) Every application for the admission of children belonging to Backward class for the purpose of free seats shall be accompanied by an **Income Certificate** in the name of parent or child or guardian issued by the competent/authorized officer issued within last six months
- (iv) Every application for the admission of children with special needs shall be accompanied by a **PWD certificate** in the name of child issued by the competent authority.
- (v) Every application for the admission of children belonging to Orphan shall be accompanied by a **Death Certificate** of the Parent.
- (vi) Every application for the admission of children belonging to HIV effected/affected shall be accompanied by a certificate issued by the competent authority.
- (vii) Every application for the admission of children belonging to weaker section and disadvantaged group shall be accompanied by a **Certificate of neighbourhood** as per clause 4 (1) of the Rules issued by the competent authority to be notified later.

4. Procedure for fee reimbursement:

- (i) State Level Committee to assess per child expenditure for the next academic session in the month of December every year.
- (ii) 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.
- (iii) 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
- (iv) Obtaining U-DISE code from the Samagra Shiksha, Manipur is mandatory to become eligible for claiming the reimbursement against free seats from the department.
- (v) 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 ZEO/DEO before 30th Sept. The ZEO/DEO shall verify the fee reimbursement documents as per norms and the same may be submitted to the Director of Education(S).
- (vi) NOC from neighbourhood Government Primary School must be enclosed with the fee reimbursement claim bill as per clause 1(b) of guidelines.
- (vii) For reimbursement of fee of the children admitted under Section 12 (1) (C), the per child expenditure will be calculated and fixed by the State.
- (viii) 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 installments, as follows:
 - (a) First installment of **50% due in September** of the academic year.
 - (b) Second installment due after **January** or close of the academic year, whichever is later:
- (ix) The school shall open separate bank account for fee reimbursement in a Scheduled Bank.

5. 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 The Directorate of Education (S) 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 Director of Education(S).
 - (iv) Above officer as mentioned in serial no. 6(iii) shall maintain the Register or database of the grievances and shall take immediate appropriate action for its redressal.
 - (v) The Director of Education (S), Government of Manipur, if he is of opinion that in the interest of school education in Manipur, in general and in order to implement the provisions of the order in particular, it is necessary so to do, may issue instruction/guidelines/clarifications from time to time.
 - (vi) Guidelines and format can be downloaded from the official website of the Department at www.manipureducation.gov.in.
6. The Zonal Education Officer/ DPO Samagra Shiksha of the concerned district will release the amount of admission of the weaker section and disadvantaged group to the unaided private managed schools through RTGS after proper verification.
7. 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.

Sd/-

(L. Nandakumar Singh)
Director of Education (S)

Form-I

Form for Admission against free seats in entry level classes for children of weaker section and disadvantaged group in the State of Manipur for Academic Year.....

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:

| Sl.No. | Particulars | |
|--------|--|---|
| 1 | Total Number of seats available <u>Class</u> | Total Seats: General Seats: Free Seats (atleast 25% of total seats): Free Seats filled: Free Seats remained vacant: |
| 2 | Date of issue of Admission Forms | |
| 3 | Period of submission of Admission Forms | From to |
| 4 | Date of display of list of eligible candidates | |
| 5 | Date of draw of lottery (if number of applications are more than the number of free seats) | Date Time |
| 6 | Date of display of list of successful candidates in the draw of lottery along with waiting list. | |
| 7 | Last date of admission | |
| 8 | Date of commencement of academic year | |
| 9 | Per child per month fee charges from a (other than 25%) student at class | |

Place:

Date:

Signature of the Principal with stamp

Form-II

Application Form for Admission under free seats Quota at entry level classes for children of weaker section and disadvantaged group in the state of Manipur for the Academic Year
(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 (Attach Proof)

(ii) Disadvantaged group (Attach Proof)

| Sl.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 | |
| 8 | Total Annual Income of Parent/ Guardian from all sources | |

Declaration by the Parent/ Guardian

I Mother/ Father/ Guardian of do 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 of any information found false or incorrect on verification, the admission of my ward may be cancelled.

Place:
Date

Signature of the Parents/Guardian

Form-III

Registration Slip under free seats Quota at entry level classes for children of weaker section and disadvantaged group in the State of Manipur for the Academic year 20.....

(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 (To be filled by the school)

Please Tick whichever is applicable (i) Weaker Section (Attach Proof)

(ii) Disadvantaged group (Attach Proof)

| Sl.No. | Particulars | |
|--------|--|---------------------------------|
| 1 | Name of the Child (Application received from) | |
| 2 | Name of Parents/Guardian | Mother: Father: Guardian: |
| 3 | Date of received of Application | |
| 4 | Date of draw of lottery (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:
Date:

Signature of the Principal with Stamp

Form-IV

Format for claiming reimbursement for the children of weaker section and disadvantaged group studying in the Private schools under sub-clause (iv) of clause (n) of section 2 of RTE Act and Rules there under in the State of Manipur for the Academic year.....

(To be submitted by the Private Schools to the Zonal Education Officer of the concerned District)

Report for Half Yearly Quarter (Please Tick whichever is applicable)

1. General information of the School:

Name of the School:

Recognition No. of School as per RTE Act, 2009

U-DISE Code:

Year of Establishment

Address:

Name of the Education Block: District:

Telephone No. Fax:

e-mail:

Type of School (Primary/Upper primary/High/Senior Secondary):

Type of Management (Society/Trust/Individual/Minority or any other)

2. Free seats quota Students by Sex and Social Category:

| Classes | Enrol-ment | Category-wise Students admitted in elementary classes | | | | | | | | | | Total Admitted |
|------------------------|----------------|---|---|---|----|----|-----|------|--------------|-----|-------------|----------------|
| | Total Strength | Total Free Seats | B | G | SC | ST | Orp | CWSN | HIV eff/ Aff | OBC | Minor-ities | |
| Primary | | | | | | | | | | | | |
| I | | | | | | | | | | | | |
| II | | | | | | | | | | | | |
| III | | | | | | | | | | | | |
| IV | | | | | | | | | | | | |
| V | | | | | | | | | | | | |
| Total (I-V) | | | | | | | | | | | | |
| Upper Primary | | | | | | | | | | | | |
| VI | | | | | | | | | | | | |
| VII | | | | | | | | | | | | |
| VIII | | | | | | | | | | | | |
| Total (VI-VIII) | | | | | | | | | | | | |

(#OBC means, children belonging to parents whose annual income does not exceed Rs. 40,000/- p.a.)

3. Performance free seats quota students:

| Total number of school days during the period: | | | | | | |
|--|---------------|---------------------|----------------------------------|--------------------------------|--|---------|
| Sl. 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 | | | | | | |
| | | | | | | |
| | | | | | | |

4. Information regarding Grants:

- i. Did you receive any grant for any purpose from the State Government / Central Government/ Municipal Corporation/ Gram Panchayat 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 Panchayat 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 counter foil 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.

- i. Month-wise and Class-wise Claim

| Class | Month | Rate of Amount per Student | No. of Students | Total Amount | Remarks |
|-------|-------|----------------------------|-----------------|--------------|---------|
| 1 | Jan | | | | |
| | Feb | | | | |
| | Mar | | | | |
| | Apr | | | | |
| | ... | | | | |

Note: Provide similar information of other classes.

- ii. Total reimbursement and Information for Electronic 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 Government 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:
Date:

Signature of the Principal with Stamp

Verification by the Zonal Education Officer of the concerned District

Verified and found correct

Place:
Dated:

Signature with Stamp
Name of the ZEO
Contact No.

No.:

Dated:

FORMAT OF NO OBJECTION CERTIFICATE

(To be submitted by In-charge of Government Primary School to Neighborhood Private School)

To,

The Headmaster /Principal,

.....
.....

Sub: NOC regarding 25% admission of Children belonging to weaker Section and Disadvantaged group.

Sir/Madam,

As per the provision of RTE Act, 2009 and Rules/ Guidelines made thereunder, this school has enrolment of more than 25 students in Class I. Therefore, you are requested to start admission process for the year ----- as per norms issued by the appropriate Government.

Yours faithfully,

In-charge of nearby Government Primary School

.....

Zonal Education Officer

District

Contact No.