

**GOVERNMENT OF WEST BENGAL  
SCHOOL EDUCATION DEPARTMENT  
ELEMENTARY EDUCATION BRANCH  
BIKASH BHAWAN, 5TH FLOOR, SALT LAKE,  
KOLKATA - 700 09**

No. 552-SED-13037/195/2022-ELEMN Sec.

Dated: 21.11.2023

**MEMORANDUM**

The following methodology shall be followed for admission of children in elementary classes including Pre-Primary Class in all Government/Government Sponsored/Aided Primary/Upper Primary/High/Higher Secondary schools including SSKs/MSKs for the academic session – 2024.

- 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 (6-18 years for children with special needs) shall be admitted to the appropriate classes according to their age 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)/ EWSs 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%, Children with Special Need -3% and Economically Weaker Sections (EWSs) - 10%.

It may be mentioned here that if seats reserved for SC remain unfilled by SC candidates, they may be filled up 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 candidates, they should be taken in the unreserved pool. . If the seats meant for OBC(A) and OBC(B) candidates could not be filled up due to non-availability of OBC(A) and OBC(B) candidates, they will also be taken in the unreserved pool. In case of non-availability of EWS candidates the above procedure shall be followed mutatis mutandis. Such unreserved seats shall be filled up by the candidates as per norms. For this, a waiting list may be maintained in the first draw of lots as mentioned at para (ii) and (A) above.

iii) Children seeking admission for pre-primary class shall be 5 years of age or above and below 6 years as on 01.01.2024. All children of the age of 6-14 years shall be admitted to the appropriate classes according to their age.

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 01.01.2024)**

- 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 school children are to be admitted for universalization of elementary education.

The Children with Special Needs shall be admitted in such a way that they may complete elementary education within 18 years of age.

In appropriate cases for calculation of age for admission of under aged children, relaxation by four months may be given by the Head of Institutions depending on the merit of the case.

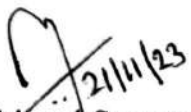
The District Education Officers, SSM, would facilitate admission of out of school children in schools and all schools should co-operate. Any school which wishes to increase the number of seats may send proposal to the Commissioner of School Education, West Bengal, through concerned District Inspector of Schools (Primary Education/Secondary Education).

(iv) In case a primary school and Upper Primary/High/Higher Secondary School running in the same building/premises, class-IV/ V students of Primary School shall automatically be admitted to class-V/VI of the Upper Primary/High/Higher Secondary School as the case may be. No draw of lots is required to be done in case of admission of such children. After admission of all such interested candidates in Class-V/ VI the rest seats shall be filled up through the process of draw of lots.

v) If, however, any parent/guardian fails to get his/her ward admitted to any school through the process of draw of lots, he/she may apply to the District Inspector of Schools (PE)/District Inspector of Schools (SE) as the case may be for admission of his/her ward in any of the neighbourhood schools. District Inspector of Schools (PE) /District Inspector of Schools (SE) will arrange for admission of such children in any of the neighbourhood schools through concerned Sub-Inspector of Schools.


vi) Sub-Inspector of Schools shall ensure admission of all such students in any of the neighbourhood schools and send compliance report to the District inspector of Schools (PE/SE) within 31<sup>st</sup> January, 2024.

This may be communicated to all concerned for strict compliance.

  
21/11/23  
Additional Secretary  
School Education Department

**Copy forwarded for information and necessary action to the:**

1. Commissioner of. School Education, West Bengal, Bikash Bhawan, 7<sup>th</sup> Floor, Kolkata -91. Copies of the Memoranda vide No. 959-BCW/MR-52/2019 dated 18.05.2023 and 325-PAR(AR)/3P-1/2019 dated 09/07/2019 are enclosed herewith for ready reference.
2. State Project Director, PBSSM, Bikash Bhawan, 2<sup>nd</sup> Floor, Kolkata -91.
- 3-6) Secretary.(Admin Branch) / Secretary, (Law Branch) /Joint Secretary, (Secondary Education Branch)/ Joint Secretary, (P& B Branch), School Education Department, Bikash Bhawan, Salt Lake City, Kolkata - 700 091.
7. Commissioner, Kolkata Municipal Corporation, 5, S.N. Banerjee Road, Kolkata - 700 013.
8. President, West Bengal Board of Primary Education, Acharya Prafulla Chandra Bhawan, DK-7/1, Sector - II, Salt Lake, Kolkata - 700 091.
9. President, West Bengal Board of Secondary Education, Nivedita Bhawan, Karunamoyee, Bidhannagar, Kol-91.
10. Mission Director, PBRSSM.
- 11-33) District Magistrate, ..... (all Districts)
- 34-58) District Inspector of Schools (SE), .....(all Districts). Copies of the Memoranda vide No. 959-BCW/MR-52/2019 dated 18.05.2023 and 325-PAR(AR)/3P-1/2019 dated 09/07/2019 are enclosed herewith for ready reference.
- 59-83) District Inspector of Schools (PE), .....(all Districts). Copies of the Memoranda vide No. 959-BCW/MR-52/2019 dated 18.05.2023 and 325-PAR(AR)/3P-1/2019 dated 09/07/2019 are enclosed herewith for ready reference.
- 84-105) Chairperson, D.P.S.C. (All Districts)/ Kolkata P.S.C./Siliguri P.S.C. Copies of the Memoranda vide No. 959-BCW/MR-52/2019 dated 18.05.2023 and 325-PAR(AR)/3P-1/2019 dated 09/07/2019 are enclosed herewith for ready reference.
- 106-129) District Education Officer, SSM .....(all Districts)
- 130) Senior Scientist, NIC for uploading in the Web portal of this Deptt.
- 131) OSD to Hon'ble MIC, School Education Department for kind appraisal of Hon'ble MIC.
- 132) PS to Hon'ble MOS, School Education Department for kind appraisal of Hon'ble MOS.
- 133) PA to Principal Secretary, School Education Department for kind appraisal of Principal Secretary.
- 134) Office Copy.

  
21/11/23  
Additional 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- 2024 .

1. Government order no. 552-SED-13037/195/2022-ELEMN Sec. dated 21.11.2023 is to be followed for admission of children in elementary classes including Pre-Primary class in all Government/ Government Sponsored/ Aided Primary/ Upper Primary/ High/ Higher Secondary schools including SSKs/MSKs for the academic session – 2024.
2. Admission forms will be available at school(s) / 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.
3. The form must be submitted at the School / Schools applied for.
4. If any candidate has already collected / submitted the form supplied by the schools, there is no need for redoing the same.
5. The schedule of the admission procedure are as follows :

Sl. No.	Admission Procedure	From	To
1.	Distribution and Receiving of Admission Forms for Lottery	28.11.2023	04.12.2023
2.	Lottery on any of the dates	05.12.2023	16.12.2023
3.	Admission of Candidate chosen through draw of lots	18.12.2023	22.12.2023

6. 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.
7. 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.
8. All columns of the application form must duly be filled in.
9. Selected candidates must show original birth certificate / relevant documents with the exception as laid down in point (6) above and necessary certificate for reservation (if applicable) at the time of admission.
10. Claim of admission may be rejected if any of the candidates chosen through draw of lots fail to report on the notified date(s) of admission.
11. Transfer / Promotion and Admission must be done through Online Portal, Banglar Shiksha.
12. Admission form both in English and Bengali is uploaded/ provided herewith.

  
23/11/23  
Commissioner of School Education  
West Bengal



APPLICATION FORM FOR ADMISSION IN SCHOOL – 2024 SESSION  
(SCHOOL PART)

SL. NO .....

(FOR SCHOOL USE)

NAME OF THE SCHOOL : .....

APPLICATION FOR CLASS : .....

GENERAL / SCHEDULED CAST /SCHEDULED TRIBE /CHILDREN WITH SPECIAL NEED /OBC(A) /OBC(B) /  
ECONOMICALLY WEAKER SECTION

NAME OF THE APPLICANT :

IN BENGALI/MOTHER TONGUE .....

IN ENGLISH .....

GENDER: MALE/FEMALE/TRANSGENDER

MOTHER TONGUE : .....

DATE OF BIRTH : .....

[SELF ATTESTER 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 .....

.....

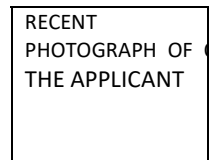
CONTACT NO. ....

NAME AND 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 – 2024 SESSION  
(APPLICANT PART)

SL. NO .....

(FOR SCHOOL USE)

NAME OF THE SCHOOL : .....

APPLICATION FOR CLASS : .....

GENERAL / SCHEDULED CAST /SCHEDULED TRIBE /CHILDREN WITH SPECIAL NEED /OBC(A) /OBC(B) /  
ECONOMICALLY WEAKER SECTION

NAME OF THE APPLICANT :

IN BENGALI/MOTHER TONGUE : .....

IN ENGLISH : .....

GENDER: MALE/FEMALE/TRANSGENDER

MOTHER TONGUE : .....

DATE OF BIRTH : .....

[SELF ATTESTER 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. ....

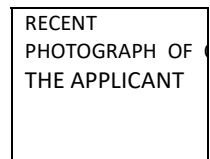
NAME AND ADDRESS OF EARLIER SCHOOL (IF ANY) .....

.....

(SIGNATURE & SEAL OF THE SCHOOL AUTHORITY)

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

2. EXISTING GOVT. RULES WILL BE APPLICABLE FOR RESERVATION



ক্রমিক সংখ্যা \_\_\_\_\_ (বিদ্যালয় পূরণ করবে)

বিদ্যালয়ে ভর্তির আবেদনপত্র -২০২৪ শিক্ষাবর্ষ  
(বিদ্যালয়ের অংশ)

বিদ্যালয়ের নাম.....

.....শ্রেণিতে ভর্তির আবেদনপত্র

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

আবেদনকারীর নাম :

বাংলা/ মাতৃভাষা :.....  
ইংরেজি :.....

মাতৃভাষা :.....

লিঙ্গ : পুরুষ/ নারী/ অন্যলিঙ্গ

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

পিতার নাম :

বাংলা/ মাতৃভাষা :.....  
ইংরেজি :.....

মাতার নাম :

বাংলা/ মাতৃভাষা :.....  
ইংরেজি :.....

পূর্ণঠিকানা.....

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 -২০২৪ শিক্ষাবর্ষ  
(বিদ্যালয়ের অংশ)

বিদ্যালয়ের নাম.....

.....শ্রেণিতে ভর্তির আবেদনপত্র

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

আবেদনকারীর নাম :

বাংলা/ মাতৃভাষা :.....  
ইংরেজি :.....

মাতৃভাষা :.....

লিঙ্গ : পুরুষ/ নারী/ অন্যলিঙ্গ

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

২. সংরক্ষিত আসনের ক্ষেত্রে সরকারী বিধিবদ্ধ আইন প্রযোজ্য।

শিশুর  
সাম্প্রতিক ছবি

শিশুর  
সাম্প্রতিক ছবি