

**Office of Director, School Education (Elementary), Punjab
Vidya Bhawan, Block-E, 6th Floor, Phase-8, SAS Nagar
(Service Branch)**

Order No. E-1061391/2025/

Dated: SAS Nagar: 12.03.2026

ORDER

Subject: Implementation of provisions under Section 12(1)(C) of “*The Right of Children to Free and Compulsory Education Act, 2009*” – Constitution of Committees and operational mechanism.

In continuation of the discussions held in the meeting under the Chairmanship of the Worthy Secretary, School Education, Punjab regarding the challenges in operationalizing the provisions of Section 12(1)(C) of “*The Right of Children to Free and Compulsory Education Act, 2009*” the matter has been examined in detail. The following arrangements have accordingly been approved to ensure effective implementation of the aforesaid provisions:-

Sr. No.	Implementation Challenges/ Component	Explanation	Mechanism/ Responsible Authority
1.	Status of Mandatory Notifications	Disadvantaged Groups and Weaker Sections eligible for admission under 12(1)(c) as per the notifications of EWS and guidelines issued from time to time by the Govt.	Notifications of income criteria/ reservation to EWS for availing benefits reg. Admissions in Central Educational Institutions to be processed DSE (EE) on the basis of notifications of other States.
2.	Procedure of Admission	Creation of Portal/Module Details of prescribed procedure for Admission of children as per section 12 (1)(c). Mechanism in place to ensure compliance of Section 12 (1)(c).	Portal Committee includes:- DSE (EE)- Chairperson DSE (SE) DCFA (SE) DCFA (EE) ADs (SE, EE) Legal Assistant (SE, EE)
3.	Monitoring of Admission and Continuation of Children once they are admitted	Admission process under Section 12(1)(C) is to be monitored by District/ State level. How Children admitted under Section 12(1)(C) are to be monitored?	At District Level i.e. District Education Office (SE) and (EE). At State level (Private Aided branch) of office of DSE (SE)

4.	School and Student Registration, Verification, Scrutiny and student tracking of received applications on the portal.	The student will apply on the portal, Physical verification of various credentials as per the government notifications dated 06.01.2026. Concerned beneficiaries will give an undertaking/self-declaration regarding information submitted on the portal to be thoroughly checked and verified.	To be done at the level of School and Student. At District Level i.e. District Education Office (SE) and (EE). At State level (Private Aided branch) in the office of DSE (SE), in case of grievances and litigation.
5.	Lottery/Draw of Lots/Random Selection/Admission of Children and Related Grievances/Litigation	Admissions against the twenty five per cent seats reserved for EWS/ DG quota shall be made by a draw of lots on the school admission portal. The complaints/ problems by parents/ schools/ offices during and after the admissions be resolved in a timely manner.	The portal maintained for this purpose is to be monitored at District Level by concerned DEO (SE)/DEO (EE) and District MIS. At District level, Grievances and Litigation shall be handled at the level of DC office not below the rank of ADC in co-ordination with DEO (EE/SE). At State level by private Aided branch level of DSE (SE) in co-ordination with State MIS.
6.	Reimbursement to Private Unaided Schools.	Procedure of reimbursement to Private Schools against admissions. Per Child Expenditure for reimbursement to Private schools and Formula used for calculating Per Child Cost for the purpose of reimbursement. Details of Mechanism to ensure transparent fee reimbursement to Private Schools. Entitlements/facilities of a	At the level of Samagra Office of DGSE and DSE (SE).

	child against reimbursement to private schools.	
	Mode of payment/fee reimbursement.	
	Budgetary provisions for this entire project.	

2. All concerned officers and branches shall ensure strict compliance with the above directions. These arrangements are issued in order to facilitate effective implementation of Section 12(1)(C) of "*The Right of Children to Free and Compulsory Education Act, 2009*" and shall remain subject to further directions issued by the Government from time to time.

3. This order is issued with the approval of the competent authority.

Harkirat Kaur Channe, P.C.S.

Director, School Education (Elementary), Punjab

Endst. No. 101-114

Dated: 12.03.2026

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

1. P.A. to Hon'ble Secretary, School Education, Punjab.
2. P.A. to Director General, School Education, Punjab.
3. P.A. to Chairman, State Commission for Protection of Child Rights, Punjab.
4. P.A. to Chairman, Punjab School Education Board, SAS Nagar.
5. P.A. to Director, School Education (Elementary/Secondary), Punjab.
6. P.A. to Director, Social Justice, Empowerment and Minorities in Punjab.
7. All Deputy Commissioners in the State of Punjab.
8. All District Education Officers (EE/SE).
9. All District Treasury Officers, Punjab.
10. Samagra Shiksha Abhiyan Authority, Punjab.
11. D.M., State MIS Cell, SAS Nagar.
12. Concerned Branches in the Department.
13. P.A. to Accountant General (A&E), Punjab.
14. Registrar, Punjab and Haryana High Court at Chandigarh.


Superintendent
(Service Branch)