



**Sanskriti School**  
Dr. S. Radhakrishnan Marg  
Chanakyapuri, New Delhi -110021

**ADMISSION TO PRE-SCHOOL FOR THE ACADEMIC YEAR 2023 – 2024**

Note:-For admission under the EWS, DG & CWSN category please follow [www.edudel.nic.in](http://www.edudel.nic.in) website of DoE.

Please read the instructions carefully before filling the form to avoid rejection.

- The date of birth should be between **01 April 2019 to 31 March 2020** (both dates inclusive).
- School timings of regular classes will be from 8.30 am to 12.30 pm for pre-school.
- Incomplete forms will be rejected. (refer to Instructions points 08 to 16 )
- Admission will be confirmed subject to verification of required information / documents.
- Distance to school will be calculated as per **distance and area table according to shortest route on Google map**. The areas / localities / colonies within the range of the school are mentioned in the distance and area table.

**Seats for Admission in Pre – School**

S No	Category	No. of seats
1.	EWS category	38
2.	Government category	90
3.	Non – Government category	15
4.	Staff	07
	<b>Total</b>	<b>150</b>

**Admission Schedule (2023 – 2024)**

S. No.	Particulars	Time schedule
1	Uploading the criteria and their points in the module of the Department at the link mentioned at point No. 7 of DoE Circular No. F. DE.15(172)/PSB/2016/9483-9492 dated 21/11/2022	28.11.2022 (Monday)
2.	Commencement of admission process and availability of forms <b>ONLINE ONLY</b>	01.12.2022 (Thursday)
3.	Last date of submission of <b>ONLINE</b> application forms.	23.12.2022 (Friday)
4.	Uploading details of children who applied to the school for admission under Open Seats	06.01.2023 (Friday)
5.	Uploading marks (as per point system) given to each of the children who applied for admission under open seats	13.01.2023 (Friday)
6.	The date for displaying the <b>first list of selected</b> children (including Waiting List) along with marks allotted under point system)	20.01.2023 (Friday)
7.	Resolution of queries of parents, if any (by written/email/ verbal interaction) regarding allotment of points to their wards in the first list.	21.01.2023 to 30.01.2023
8.	The date for displaying the <b>second list of children</b> (If any) (including Waiting list) (along with marks allotted under point system)	06.02.2023 (Monday)
9.	Resolution of queries of parents, if any (by written/email/ verbal interaction) regarding allotment of points to their wards in the second list.	08.02.2023 to 14.02.2023
10.	Subsequent list of admission, if any	01.03.2023 (Wednesday)
11.	Closure of admission process	17.03.2023 (Friday)

**Admission Criteria**

**a. Parameters for children belonging to the Government category**

1. As per the orders of Hon'ble Supreme Court of India in SLP(C) 35077/2015 dated 21/01/2016, the four sub-Categories for eligibility in Government category are as follows:
  - All India Service Officers coming **on transfer** to Delhi on Central Deputation under the Central Staffing Scheme.
  - Indian Foreign Service Officers coming to Delhi **on transfer** to man the posts in the Ministry of External Affairs.
  - Other eligible Central Service Officers (Group A) **on transfer** to Delhi under the Central Staffing Scheme.
  - Officers from the Defence and other officers coming to Delhi **on transfer**.



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**b. Parameters for children belonging to the Non – Government category**

Criteria	Points
1. Distance will be calculated <b>STRICTLY</b> as per the <b><u>Area table and using shortest route on Google Maps</u></b>	0 to 30
2. Sibling currently studying in Sanskriti School	25
3. Parent, an Alumni of Sanskriti School	25
<b>Total</b>	<b>80</b>

**Distance & Area table (Distances calculated as per shortest route using google maps)**

In case your colony/house is not listed in the dropdown menu of online form, you may select the **NEAREST** area from the dropdown list in online form in the relevant distance range.

Distance	Area	Points
Upto 10 Km	All areas in Chanakyapuri, Dhaula Kuan Enclave I & II, Dhaula Kuan, Moti Bagh North & South, Netaji Nagar, Satya Niketan, Shanti Niketan, Nanak Pura, Anand Niketan, RKPuram, West End, Meena Bagh, Safdarjung Enclave, Sarojini Nagar Baba Karak Singh Marg, Laxmibai Nagar, Munirka, AllMS, Prithviraj Rd, INA, New Rajinder Nagar, Rabinder Nagar, Lajpat Nagar, Aurangzeb Rd and adjoining areas, Kidwai Nagar (New Campus) East & West, Subramaniam Bharti Marg, Jorbagh, Lodhi Colony, Lodhi Estate, Green Park, Vasant Vihar, Delhi Cantt, Humayun Road, Bharti Nagar, Khan Market, BerSarai, SDA, Mansingh Road, Sujan Singh Park, JNU Campus, Naraina Vihar, Sansad Marg, South Extension I & II, Gulmohar Enclave, Bapa Nagar, Gulmohar Park, Akbar Road, Old Rajinder Nagar, Patel Nagar, Janpath, Andrews Ganj, Hauz Khas, Pandara Rd, Pandara Park, Hauz Khaz Enclave, Golf Links, Shahajahan Rd, IIT, KG Marg, Kaka Nagar, Barakhamba Road, Niti Bagh, Dr.Zakhir Hussain Marg, Uday Park, Sadiq Nagar, Sarvodaya Enclave, Mansarovar Garden, JanakPuri Jail Road, Anand Lok, Vasant Kunj upto Rayan School Fortis Hospital, Panchkuian Road, Sarvapriya Vihar, Karol Bagh, Chelmsford Rd, Defence Colony, Mahipalpur	30
Above 10Km and upto 12Km	JanakPuri beyond Jail Road, Subash Nagar, Inderpuri, Sunder Nagar, Nizamuddin, Rajouri Garden, Raja Garden, Greater Kailash, Nehru Place, Saket, Mehrauli, Tagore Garden, Rajghat	20
Above 12 Km and upto 14 Km	Airport, ISBT, Chattarpur Mata Mandir, Uttam Nagar	10
Above 14 Km	Other Areas not included in this table	0

1. Once the admission list is declared, concerned parents will be called for verification of ORIGINAL documents.
  - a. Photocopy of Birth Certificate Issued by the Local Municipal Authority.
  - b. Photocopy of proof of Identity of Parents- (Passport / Unique Identity Card (Aadhaar Card)/ Voter I – card).
  - c. Photocopy of proof of residence (any two)-(MTNL Bill/Electricity Bill/Water Bill/Passport/Aadhar Card/UID Card) (**Utility Bills issue date should be between 01/09/2022 to 30/11/2022**).

If any of the above required information/document is incorrect/altered, the school reserves the right to cancel admission at any time. Please note that the decision of the school management is final.



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### Instructions to fill the online registration form

1. The name of the applicant, father's name/mother's name, date of birth etc. should be spelt/written correctly in the form as it appears in the relevant certificates/documents. No corrections will be allowed later.
2. It is mandatory to fill all fields which are marked (\*) in red. If any field is not applicable to you, please write NA (Not Applicable).
3. Photograph in JPG/JPEG format, not more than 20Kb should be uploaded.
4. Parents under **Non-Government category** are requested to upload proof of residence (any two) - (MTNL Bill/Electricity Bill/Water Bill/Passport/Aadhar Card/UID Card) (**Utility Bills issue date should be between 01/09/2022 to 30/11/2022**).
5. Parents of Non-Government category are required to select area from the drop-down menu. In case the specific area is not available in the table, parent may select the **NEAREST** area from the drop down menu. **School will follow shortest route as per Google maps & no other means of calculating the same will be entertained/accepted.**
6. For Alumni, parents have to upload relevant supporting documents (TC).
7. Parents applying under Government Category are requested to upload **Appointment Letter, Transfer Order** issued by DOPT / Department, as applicable. They are also required to upload the **Joining Report** and **certificate of current charge** the officer is holding from the respective Department (as a single PDF file).
8. An incomplete registration form will automatically be rejected. Please note that in case the **relevant documents are not submitted** or **registration fee is not paid**, the form will be considered as incomplete (Refer to point 12).
9. Do not submit duplicate forms. Multiple registrations will be rejected.
10. If the applicant is selected for admission, parents will be required to submit documents (given below) as proof of residence and identity. Parents will be required to produce the originals along with the self-attested copies at the time of verification.
  - a. Photocopy of Birth Certificate Issued by the Local Municipal Authority.
  - b. Photocopy of proof of Identity of Parents- (Passport / Unique Identity Card (Aadhaar Card)/ Voter I – card).
11. Please apply under the correct category. Change of Category will not be entertained at the time of admission. **Applications which do not qualify under the applied category will not be considered.**
12. **Please note that you are required to pay the Registration Fee of Rs. 25/- for a successful registration of the application.**
  - After completing the form, click on the "Submit" button. This will take you to the payment gateway to make the online payment. If the payment is not made successfully, you may login again using the already registered link with your user ID & password.
13. After completing the payment, click on 'Submit' button at the bottom of the page. The registration form once submitted cannot be modified later.
14. You will receive an auto-generated Acknowledgement Receipt (as pop-up from the site) with a registration number for further correspondence (Please enable pop-up for the site before final submission of the form).
15. As an acknowledgement of final submission, you will receive an SMS with the registration number for further correspondence. **Please note, only the receipt of the registration number confirms successful submission of the application form.**
16. Take a print out of the Acknowledgement Receipt. You will be required to quote the registration number for all future correspondence with the School. Please note that you will receive a registration number **only after paying the registration fee** and the application is not complete before that.
17. **Please note that successful submission of application and acknowledgment does not guarantee admission.**
18. If any of the required information / document is incorrect / altered, the school reserves the right to cancel admission at any time.

**NOTE: FOR ANY TYPE OF ASSISTANCE REGARDING REGISTRATION YOU CAN CALL AT PARENT HELP DESK TEAM:01143193333 (EXTENSION : 5), 01126883335-8 OR WRITE AN E-MAIL ON [parentdesk@entab.in](mailto:parentdesk@entab.in) and [nurseryadmission23@sanskritischool.edu.in](mailto:nurseryadmission23@sanskritischool.edu.in)**