

From

The District Education Officer,
UT, Chandigarh.

To

The Principals/Heads,
Govt./Govt. Aided Schools,
In U.T., Chandigarh.

Memo No. DEO/UT/CA/2025/ 36313-14
Dated Chandigarh, the 26.12.25

Subject: Regarding Centralised Online Admission for admission of students in the entry class in Govt./Govt. Aided Schools of UT, Chandigarh for the session 2026-27.

Please refer to the subject cited above.

The Online Process for admission in entry class for the session 2026-27 in Govt./Govt. Aided Schools of UT, Chandigarh (as per decision during the session 2025-26) is going to start from 01.01.2026 onwards. A copy of Calendar of events and guidelines for admission in the entry class in Govt./Govt. Aided Schools is attached herewith for your information and necessary action please.

DA/AA

Ansleen
District Education Officer,
UT, Chandigarh.

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Original
Dated:

A copy is forwarded to the Director School Education, Chandigarh Administration for information please.

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District Education Officer,
UT, Chandigarh.

A.1 CRITERIA/GUIDELINES FOR THE ACADEMIC SESSION 2026-27 ADMISSION IN ENTRY LEVEL CLASSES (PRE-NURSERY level-1) IN GOVERNMENT AND GOVERNMENT AIDED SCHOOLS OF UT CHANDIGARH SHALL BE AS FOLLOWS:-

The criteria/guidelines for admission of students at entry class of Government and Govt. aided schools of UT, Chandigarh through the Online Admission Process for the year 2026-27 shall be as follows:-

1. The children shall be admitted, in Government and Govt. aided Schools in UT Chandigarh, as per the Area of Neighborhood detailed in the Right of Children to Free and Compulsory Education (RTE) Act, 2009. The admission shall be as per the following order of priority:

- (i) Children residing in the vicinity of 1 Km of the Government School
- (ii) Children residing in the vicinity of 3 Kms of the Government School
- (iii) Children residing beyond 3 Kms of the Government School with the undertaking from the parent/s regarding safe transportation of the child.

2. The age criteria to be followed for admission in Government and Govt. aided Schools in UT Chandigarh is as under (Age as on 31.03.2026)

Class	Age	Child born between
Pre-Primary level -1 (Pre-Nursery / Balvatika-I)	3 years +	01.04.2022 to 31.03.2023
Class-1	6 years +	01.04.2019 to 31.03.2020

3. Admissions in Entry Level of Govt. and Govt. aided Schools for the Academic Session 2026-27 shall be conducted **only through the Department's Centralized Online Admission Module accessible only at any of the Government Schools of UT Chandigarh.**

No Govt. Schools of UT, Chandigarh Schools shall admit any child in the Entry Level Class through offline mode.

4. The online forms can only be filled from any Government and Govt. aided Schools for which all schools will put up atleast two help desks/school to facilitate the process. Because of this restricted access, the Parents may visit any government school of UT Chandigarh to fill up for their ward the common online admission form where the teachers will guide and help them complete online form at Rs 0 cost. Each Govt. and Govt. aided School will designate atleast the following staff and make available of the following infrastructure for facilitating the filling up the Online Admission form:

- (a) Atleast 02 Computers with internet facility
- (b) 02 Computer Teachers OR any other teacher Teachers of the school for verification of documents and filling the online form

5. For completing the form Online Admission Form the following documents shall be required:

(a) Proof of Date of Birth

- (i) Child's Unique Identity card (Aadhar) issued by UIDAI; or
- (ii) Child's Passport; or

(iii) Child's Birth Certificate issued by the Registrar of Births and Deaths of Municipal Corporation or any other prescribed authority, whosoever has been empowered under the Registration of Birth and Deaths Act, 1969 to register the Birth of a Child born in India.

(b) **Residential Proof** (Parents residential proof in case Child's residential proof is not available)

- (i) Unique Identity card (Aadhar) of mother/ father/child issued by UIDAI
- (ii) Domicile certificate of child or of his/her parents; or
- (!!!) Residence Certificate of the child or of his/her parents; or
- (iv) Voter I-Card (EPIC) of any of the parents; or
- (v) Electricity bill/BSNL telephone bill/water bill in the name of either parent; or
- (vi) Registered Rent agreement

(c) **One passport size photograph**

6. The Parent/guardian of the eligible children shall select multiple schools for admission of their child as per his/her choice in order of priority.

S.n.	Preference of the eligible applicants for Admission at Pre-primary Level-1 Classes in Govt. Schools of UT, Chandigarh	Option for Schools on the online module in Preference mode
1	1st Category/Preference (0 to 1 KM)	In total 10
2	2nd Category/Preference (1+ to 3 KM)	
3	3rd Category/Preference (Beyond 3KM)	

7. The computerized draw of lots for Online Applications received from candidates for admission in entry level-1 Classes of Govt. and Govt. aided Schools will be conducted based on the school preference criteria of the applicant.

8. Admission granted vide online allotment of school to a child will be on Provisional basis, to be confirmed only after the documents are verified by the allotted School.

9. The successful candidates/applicants of the computerized draw of lots shall be informed about the school allotted by uploading list on the department website. However, SMS on their registered mobile number may also be sent.

10. The successful candidates/applicants will be able to check the name of the school allotted through 'Computerized Draw of Lots' using Registration ID and Date of Birth available at the home page of the departmental the website www.chdeducation.gov.in.

11. **Cancellation of admission:** If the successful applicant fails to approach/report the allotted School within 7 days (details to be communicated through SMS/by school to successful candidates) of allotment for completing the formalities for admission in pre-primary level-1, his/her candidature shall be automatically cancelled.

12. In case of the rejection of admission by the school, the school shall clearly specify, in detail, the reason of rejection. The category of the reasons may be selected from the following grounds: -

- (a) Non-submission of valid residence proof
- (b) Duplicate entry.
- (c) Candidate did not report for document checking/admission in spite of repeated reminders.
- (d) Other reason-to be specified by the schools

13. The admission of the child shall be cancelled in case the documents submitted by the applicant at the time of admission or at later stage are found

to be forged/fake/incorrect/manipulated etc. and strict penal action shall follow on the parents/guardian of the child.

14. **Monitoring Committee for Online Admission in Pre-Primary Level-1 in Govt. and Govt. aided Schools:** To redress the queries and grievances, a monitoring cell shall be constituted under the Chairmanship of the Deputy Director of the Department of Education, which is as under: -

- (a) Dy. Director-IV, O/O DSE, UT, Chandigarh-Chairperson
- (b) District Education Officer, UT, Chandigarh -Member
- (c) DA O/O DEO, UT, Chandigarh-Member

15. Any grievance/ complaints or queries relating to admission process may be registered at the link grievancecellgovt@gmail.com at help line numbers 0172-2780398 (between 10.00 AM to 5.00PM (except lunch time 1.00 pm to 1.30 pm) on all working days (Monday to Friday).

16. In case any requisite admission document is unavailable with the parents, provisional admission for 30 days may be allowed on an undertaking by the parents/guardians of the child confirming that they meet the school admission criteria and that within this provisional period, the admission requirements shall be supplied/complied with by provisioned them so that the provisional admission may be regularized.

17. In case of selection of the child at the school, the immunization certificate is to be submitted by the parents/guardians within 6 months from the date of admission.

18. Following is the proposed schedule to be followed for Online Admission Process at Pre-primary Level -I in all Govt./ Govt. Aided schools of UT, Chandigarh for session 2026-27:

S.N.	Details	Dates
1	Issue of guidelines and Schedule	26.12.2025
2	Registration of candidates on the portal	01.01.2026 to 06.02.2026
3	Online Draw- Release of list of selected Candidates	16.02.2026
4	Confirmation/verification of candidate admission by the allotted School	Upto 27.02.2026

19. Parents for admission of their ward at entry class of any Govt. and Govt. Aided Schools of UT, Chandigarh, for the academic session 2026-27, may approach any Govt./Govt. Aided School for the assistance and completing Online Admission form as per the following schedule:-

S.N.	Dates	Timings
I)	01.01.2026 to 06.02.2026	9.00 am to 1.00 pm

Abuse
District Education Officer
UT, Chandigarh