

GOVERNMENT OF NATIONAL CAPITAL TERRITORY DELHI  
DIRECTORATE OF EDUCATION: SCHOOL BRANCH  
OLD SECRETARIAT: DELHI-110054

No. DE.23 (263) /Sch.Br./2018/1450

CIRCULAR

Dated: 08/10/2018

**Sub: Collection of Comprehensive Data in Respect of Students Studying in Schools of Delhi.**

With reference to Circular dated 11.09.2018 and consequent upon dismissal by Hon'ble High Court of WPC No. 9947/2018 titled as Govt. School Teachers Association Versus Directorate of Education, Govt. of NCT of Delhi on 01.10.2018, all the heads of Govt. / Govt. Aided/ Govt. Unaided Recognized Schools are hereby directed not to collect the information and documents regarding AADHAAR as sought earlier.

Further, all the Heads of Govt., Govt. Aided and Govt. Recognized Unaided Schools are directed to collect Comprehensive data in respect of all the students enrolled in Schools of Delhi in the revised proforma (enclosed). It will facilitate in creating a data bank of the students of Delhi to verify the residential address and its analysis will serve various purposes of the department like short term and long term planning.

**Guidelines for collection of comprehensive data:**

- The details shall be collected as per the enclosed proforma in respect of student and their family members including alive parents/guardians and all siblings of the student.
- DBTB will provide above said proforma to all Govt. and Govt. Aided Schools of DoE as per enrolment of the Schools.
- The data is to be collected within 10 working days after receiving the proforma.
- The details like Voter ID card (EPIC) must be corroborated by obtaining self attested (by students or their parents/guardians) photocopies of these documents.
- In case of Govt. Recognized Unaided Schools, DDE (District) shall provide a copy of the revised proforma (enclosed) to the concerned HoS who in turn will get it printed, get it filled properly and collect from the students along with photocopy of EPIC.
- Teachers will make section-wise packets of the filled-in proforma along with the self attested documents as received from the students and submit the same to their HoS.
- The data collected by the Heads of Schools (containing filled-in proforma + documents ) will be handed over to specialized agency, engaged for verification/ digitisation of these details from Voter ID cards/ address proof and analysis of the data (details of the agency will be shared later).
- The data so collected will not be shared or retained at the school/zonal/district level for personal or other use and it will be collected in the strict compliance of the provisions/guidelines under prevailing laws. For this purpose, Nodal Officer for School, Zone, District, and Head Quarters levels will be Head of Schools, Zonal DDEs, District DDEs, and Joint Director (IT) respectively. The Data and the documents collected from the students will be confidential and breach in secrecy / confidentiality in this regard will be viewed seriously. The agency engaged for

*P. Jain*

verification of these details will also adhere to the security and secrecy provisions as per the prevailing laws.

This issues with the approval of the competent authority.

Encl: Revised Proforma.

*S. Jain*  
8-10-18  
Addl. DE (Schools)

**All Heads of Govt., Govt. Aided and Recognized Unaided Schools**  
**under Directorate of Education through Del-E**

No. DE.23 (363)/Sch.Br./2018/1450

Dated: 08/10/2018

Copy to:-

1. Secretary to Hon'ble Dy. CM / MOE.
2. PPS to Secretary (Education), Delhi.
3. PA to Director (Education).
4. PA to Spl. DE (Admin).
5. Joint DE (IT).
6. All RDEs / DDEs (District/Zone) to ensure compliance.
7. DDE (PSB)
8. DDE (ASB)
9. System Analyst (MIS) for uploading on website.
10. Guard File.

*[Signature]*  
8/10/18  
DDE (Schools)

**Revised Proforma**

For comprehensive data in respect of students studying in the Govt. / Govt. Aided / Govt. Unaided Recognized Schools of Delhi.

**Name of the Authority under which School is working:** DOE/NDMC/DCB/East DMC/North DMC/South DMC.

(For the purpose of verifying the residential address of students of Delhi for use in various purposes of the department)

**School Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**School I.D.:** \_\_\_\_\_

Student Details	
Name	Student I.D.
Class and Section	Current address

**FAMILY DETAIL (INCLUDING OF STUDENT)**

Sl. No.	Name	Relationship with Student	Mobile Number	Voter ID (EPIC) No. (attach self attested photocopy)	Address on Voter I.D. Card	Educational Qualification

**(Signature of parents)**

**Note:** The DATA so collected in this proforma will be kept strictly confidential and shall not be used for any other purpose except as specified above.