

From

Director General Elementary Education,
Haryana, Panchkula.

To

1. All The DEEOs of State.
- ✓ 2. All Recognized Private Schools, Haryana

Memo No. 16/18-2023 GS (3)
Dated Panchkula 11.04.2025

Subject: Clarification regarding declaration of Entry-Level Class Seats on the Seat Declaration Portal.

This is to bring to your attention that the Seat Declaration Portal is currently active and schools are submitting seat-related data as part of the admission process under RTE provisions.

Upon scrutiny of the data submitted by various schools, it has been observed that some schools have made incorrect declarations with regard to the number of seats at the entry-level classes. A few examples are illustrated below:

S. No.	School Name & MIS Code	Total Seats declared by the School			
		Nursery	LKG	UKG	1st
1	Guru TegBahadur International (30513), Ambala	40	40	40	40
2	Anjana Public School (2005), Ambala	44	0	0	0
3	Gurjot Sr. Sec. School, Khurchanpur, Ambala (20019)	0	0	0	23
4	SaraswatiVidyaNiketan Middle (20106)	25	25	0	0

Clarification:

1. It is hereby clarified that **only the seats of the initial entry-level class** are to be declared on the Seat Declaration Portal.
 - If the entry-level class in your school starts from **Nursery**, then only **Nursery** class seats should be declared.
 - If the entry-level class starts from **LKG**, then only **LKG** class seats should be declared.
 - If the entry-level class starts from **UKG**, then only **UKG** class seats should be declared.
 - If the entry-level class starts from **Class 1st**, then only **Class 1st** seats should be declared.

Declaring seats in multiple classes (e.g., Nursery, LKG, UKG, and 1st simultaneously) is **not permitted** and will be treated as **incorrect**.


2. Furthermore, it is important to reiterate that schools are required to submit the **total number of seats available for entry-level classes**. The system will automatically calculate 25% of these seats based on the data provided by the school.

All private schools are requested to verify and ensure that their data on the portal is submitted strictly in accordance with this clarification. In case of any discrepancy or wrong declaration, schools are advised to rectify their data upto closing date i.e. 14.04.2025 (11.59.59 P.M.).

Note :-

1. Several schools have only partially submitted their seat declaration data, and have not yet submitted their data as 'final'. Please note that only applications marked as **'Final Submitted'** will be considered. Applications that have not been submitted as final will not be considered.
2. The school must carefully check the information before submitting the same. The school will be responsible for any mistake committed in the online application form and Department shall not be responsible or liable in any way. Any information submitted by an school in the online application will bind the school personally and if found to be false, then school shall be liable for cancellation of permission/recognition.

Your cooperation in maintaining the accuracy and integrity of the Seat Declaration process is highly appreciated.


Assistant Director
Government School (Non-Civil) Branch
For Director General Elementary Education
Haryana, Panchkula 2

Copy for following necessary action to the following for information and further necessary action :-

1. The Joint Director IT Cell for upload the letter on the departmental website.

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