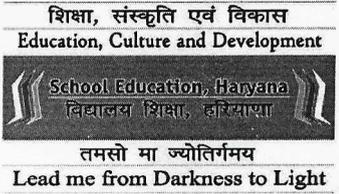




GOVERNMENT OF HARYANA/हरियाणा सरकार
Directorate Elementary Education
मौलिक शिक्षा निदेशालय



E-mail: elementaryeps@gmail.com - Site: www.harprathamik.gov.in

To

All District Elementary Education Officers in the State

Memo No: 33/2-2026-PS (E-2)

Dated Panchkula 18.03.2026

Subject: Regarding the revised schedule of the RTE process and extension of the closing date of the Seat Declaration Portal under the RTE Act, 2009 for the Session 2026-27.

Kindly refer to previous communications issued by this Directorate on the subject cited above.

Upon review of the current status of data submission on the Seat Declaration Portal, it has been observed that a considerable number of private schools have yet to submit the mandatory information.

In view of the above, you are directed to ensure the following in your respective districts:

- 1) All private schools must review, verify, and submit the required data on the dedicated portal without fail.
- 2) The closing date for the Seat Declaration Portal has been extended to 20.03.2026 (11:59:59 Midnight).
- 3) The edit/unlock facility is available on the Portal, allowing schools that have already submitted their applications to review and update their data if required before the closing date.
- 4) If a school edits or unlocks its application, it must ensure that the form is finally submitted. In the past, many schools failed to complete the final submission of the seat declaration form. Please note that only applications marked as 'Final Submitted' will be accepted. Incomplete submissions will not be considered.

Accordingly, the revised schedule of the RTE process is as under:-

Sr.No.	Activity	Date	Remarks
1	Seat Declaration by Private Schools	11.03.2026 to 20.03.2026	Seat declaration process by private schools.
2	Verification by DEEOs	23.03.2026 to 29.03.2026	Verification of Recognition/Minority Documents etc. uploaded by the Private Schools.
3	Verified School List	01.04.2026 To 06.04.2026	Verification of seats/ documents at the branch level.
4	Application from Parents	09.04.2026 To	Applications may be invited from parents on Ujjwal Portal.





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Sr.No.	Activity	Date	Remarks
		16.04.2026	
5	Lottery Result and School Allocation by the Result Validation Committee	20.04.2026	The Lottery Result Validation activities by the Committee
6	Admission	21.04.2026 To 30.04.2026	Admission activities to the allotted schools.
7	Waiting List for Admission	01.05.2026 To 05.05.2026	Waiting list for admission as deemed necessary.

Non-compliance may lead to restricted access on the MIS and further administrative actions as per applicable rules. **After submission, the Department will start a verification process drive for the seat data and uploaded certificates. Therefore, please ensure that all information is accurate and complete.**

For any technical difficulty/query regarding filling up online application form, school can send email on rte.admission.hryedu@gmail.com. Applicants may take screenshot in case an error occurs during the filling of application form to take up the matter on email. Last time, many schools sent emails about their grievances but did not include important details like the **MIS School Code, School Name, or Contact Number**. Because of this, their issues could not be solved quickly. Schools must always include these details when sending any grievance or request by email.

The applicant can also call at MIS Helpdesk number 0172-5049801 on all working days from 09:00 AM to 05:00 PM. MIS SchoolCode may be kept handy while contacting the Helpline.

Enclosures (for reference and action):

1. District-wise list of schools with Non-Final Submissions.

Sd/-
Assistant Director
Private School Branch
for Director General Elementary Education
Haryana, Panchkula

Dated, Panchkula, the 18.03.2026

Endst. No. Even

A copy is forwarded to the following for information and necessary

action:-

1. Joint Director-IT with a request to extend the Seat Declaration Portal upto 20.03.2026 (11:59:59 PM).





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 Education, Culture and Development
 School Education, Haryana
 विद्यालय शिक्षा हरियाणा
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2. All BEOs are requested to ensure that all Private Unaided Recognized Schools under their jurisdiction update/submit the requisite information on the Seat Declaration Portal and strictly comply with the provisions of the RTE Act.
3. The Principals/Managers/In-charges of Private Unaided Recognized Schools are directed to ensure strict compliance.

Naveen

Assistant Director
Private School Branch
for **Director General Elementary Education**
Haryana, Panchkula ①

