

GOVERNMENT OF TRIPURA  
DIRECTORATE OF ELEMENTARY EDUCATION  
GENERAL SECTION

Approved Date.

**In extension vide Memo 4(276)-DEE/GEN/2019/Vol-II e-office I/526868/2025  
date 19/02/2025.**

**Subject: Schools' Responsibilities and guidelines for Admission under  
Section 12(1)(c) of the Right to Education Act, 2009.**

1. All schools, in compliance with Section 12(1)(c) of the Right to Education (RTE) Act, 2009, and the notification issued by the department, shall undertake the responsibility of ensuring that all parents and guardians within their jurisdiction are fully aware of the entitlements available for children belonging to disadvantaged groups and the economically weaker sections. Schools are responsible for disseminating this information through accessible and effective communication channels, ensuring that no eligible child is deprived of their fundamental right to free and compulsory education due to a lack of awareness.
2. Schools must ensure that student registration is completed within the prescribed timeline of 14th March 2025 to 31st March 2025 on the RTE Shiksha Sopan Portal (<https://www.rteshikshasopan.com>). All required documents, including the birth certificate for age verification (applicable to all), residential proof for jurisdictional validation (applicable to all), category certificate (for disadvantaged groups), and income certificate or equivalent proof (for economically weaker sections), must be submitted by parents and verified by the school within the stipulated timeframe. It is the statutory duty of the school to exercise due diligence in reviewing applications to ensure accuracy and prevent delays.
3. A multi-channel awareness campaign must be conducted to raise awareness regarding the admission process, including public announcements, collaboration with local Anganwadi Kendras, and other suitable community engagement methods. Schools shall actively involve stakeholders to reinforce the importance of timely registration and ensure that all eligible families have the necessary information to complete the admission process.
4. Schools shall ensure the prominent display of admission-related information under Section 12(1)(c) of the Right to Education Act, 2009, such information shall be mandatorily exhibited on notice boards within the school premises, through flex banners at the main entrance, and in additional accessible locations where parents and guardians are likely to view them.
5. Schools shall provide necessary assistance to parents and guardians who are unable to complete the admission formalities independently due to limited access to digital infrastructure or inadequate literacy levels. No child shall be denied admission due to a parent's inability to complete the application independently. Schools must facilitate direct assistance in filling out forms, thereby ensuring that all eligible children receive equitable access to education as mandated by law.
6. Schools shall establish a dedicated Help Desk within school premises to provide guidance to parents and guardians regarding the admission process. It shall operate during school hours and be staffed Contd.—P/2

by trained personnel who can assist with form submission, document verification, and other procedural matters.

7. Schools shall issue an official receipt to parents upon submission of the admission application. This receipt shall include the applicant's name, date and time of submission, and bear the official school stamp and the signature of the designated authority. This measure shall enhance transparency and serve as proof of submission, protecting the rights of applicants against procedural discrepancies.
8. Schools shall maintain a detailed record of all applications received, processed, and verified. This documentation shall include the complete list of applicants, verification status, and details of any pending or incomplete submissions. It shall be the school's responsibility to ensure that all verified applications are submitted and processed within the prescribed timeframe.
9. That each school shall designate an RTE Nodal Officer who shall be responsible for overseeing the admission process and ensuring compliance with statutory provisions. The Principal may assume this role or the School Management Committee (SMC) may appoint a senior staff member to fulfil these responsibilities. The RTE Nodal Officer shall act as the official liaison between the school, vulnerable families, and the relevant government authorities, ensuring that all queries and concerns related to Section 12(1) (c) of the RTE Act are promptly addressed. The Nodal Officer shall maintain complete records of all interactions and provide regular updates to the Directorate of Elementary Education as required.

All schools shall strictly adhere to the directives set forth in this Standard Operating Procedure.

Signed by Nripendra  
Chandra Sharma  
Date: 12-03-2025 18:16:16

Addl. Secretary to the  
Government of Tripura.

Copy to:

1. PS to the Special Secretary, Education (School) Department, Government of Tripura for kind information of the Special Secretary.
2. PS to the Director, Elementary Education, Government of Tripura for kind information of the Director.
3. All DEOs for kind information and circulation this memo.
4. The Branch Officer, IT Cell, Directorate of Elementary Education for information.