

**GOVERNMENT OF MEGHALAYA
EDUCATION DEPARTMENT**

NOTIFICATION

NoEDN.46/2016/377

Dated Shillong, 2nd September, 2025

Whereas the Government of India has notified the Right of Children to Free and Compulsory Education Act, 2009, within the age group of 6 to 14 years, and it has been implemented in the State of Meghalaya w.e.f 01.09.2011 by notifying the Right of Children to Free and Compulsory Education Rules (Meghalaya), 2011. (The 1st August 2011 No.EDN/RTE-237/2011/1): and

Whereas the provisions contained in Section 12(1)(c) of the Act mandate the schools coming under sub-clauses (ii) and (iv) of clause (n) of section 2, i.e. private unaided schools (non-minority) shall admit the children belonging to the weaker section and disadvantaged groups of the society in Class- I to the extent at least 25% of the strengthening of that class, children belonging to weaker section and disadvantaged group in the neighbourhood and provide free and compulsory elementary education till its completion as per the provision made under Section -12(1)(c) of the Right of Children to Free and Compulsory Education Act, 2009; and

Whereas the Directorate of School Education & Literacy, Government of Meghalaya has setup and developed a web portal COMPUTERIZED ONLINE ADMISSION SYSTEM: www.rte.megeducation.gov.in which will facilitate schools, parents & Government administration to streamline the admissions process of children from Economically Weaker Sections/Disadvantaged Groups in private, unaided, recognised schools under Section 12(1)(c), starting 2026-27 academic year.

Now, the Government of Meghalaya is pleased to notify the new "Standard Operating Procedures for implementation of the RTE Act, Section 12(1)(c) in the State of Meghalaya" (hereinafter referred to as "SoP, 2025"), as herein under, which shall come into force with immediate effect: -

1. **School registration:** According to the eligibility definition below, schools shall register or edit information at the beginning of any academic year.
 - A. All Private unaided non-minority (religious/linguistic minority) schools (received Certificate of Recognition under the Right of Children to Free and Compulsory Education Act, 2009 from State Govt. and any other local/competent authority) shall admit the children belonging to weaker sections and disadvantaged groups of the society in the entry



class (Class-1) to the extent of at least 25% of the strength of that class in the neighbourhood and provide free and compulsory elementary education till its completion.

- B. Private Minority (religious/linguistic) Schools and residential schools are not under the ambit of the RTE Sec 12 (1)(c) admissions process. However, if the day-boarding facility is also available in residential schools, then the RTE Section 12(1)(c) will only apply to the day-boarding part.
- 2. Student registration:** According to the list below, eligible students can apply through the COMPUTERIZED ONLINE ADMISSION SYSTEM: <https://rte.megeducation.gov.in/> and select a maximum of 5 schools in the neighbourhood areas.
- A. The following category of children are identified as belonging to Disadvantaged Groups (DG): as per (EDN/RTE-297/11/64) and NCPCR guidelines.
- i. Orphan
 - ii. Scheduled Tribe communities/Scheduled Caste communities with total family earning less than INR two lakhs per annum.
 - iii. Children with Disability/special needs (CWSN) as per section 2 (ZC) and The Schedule of the Rights of Persons with Disabilities (RPwD) Act, 2016
 - iv. Children living with or affected by HIV/AIDS.
 - v. Children who are victim of any armed conflict, civil commotion, ethnic clashes or natural calamity
 - vi. Children who are found vulnerable and are likely to be inducted into drug abuse or trafficking, an abandoned child
 - vii. Children eligible for sponsorship under Section 45 of the Juvenile Justice Act, 2015
 - viii. Children of Martyred soldiers/Central Armed Police Forces (CAPFs) or those killed in the line of duty
 - ix. Children of deprived communities, such as children of a commercial sex worker, Tea Garden/Migrant Workers
 - x. Transgender children
- B. The following category of children are identified as children belonging to Economically Weaker Sections (EWS): as per (EDN/RTE-297/11/64) and NCPCR guidelines.
- i. Child belonging to parent/guardian who fall Below Poverty Line (BPL) as notified by the state government.
 - ii. Children belonging to such families/households that are registered under Antodaya Anna Yojna.
- C. Exclusion criteria: Children who come from the following criteria will not be allowed to get benefits under Section 12(1)(c) of the RTE Act 2009
- i. Any of the parent is a regular Government employee
 - ii. Family earning more than INR two lakhs per annum

** Father/Mother/Guardian of the applicant child shall provide a declaration during the application that the family does not come under the exclusion criteria.*

3. Order Preference for seat allocation:

First priority in the allocation of seats will be given to children from the following categories:

- A. Orphans (CNCP - Child in Need of Care and Protection)
- B. Children with Disability/special needs (CWSN) as per section 2 (ZC) and The Schedule of the Rights of Persons with Disabilities (RPwD) Act. 2016
- C. Children suffering from HIV/AIDS
- D. Children of deprived communities, such as child of a commercial sex worker, Tea Garden/Migrant Workers

Second priority in the allocation of seats will be given to children from following categories:

- E. Children belonging to Scheduled Tribe or Scheduled Caste whose family income is less than INR 2 lakh per annum.

Third priority in the allocation of seats will be given to children from the following categories:

- F. Children eligible for sponsorship under Section 45 of the Juvenile Justice Act, 2015
- G. Children of Martyred soldiers/Central Armed Police Forces (CAPFs) or those killed in the line of duty
- H. If the child belongs to the EWS and General categories, they will be given third priority in allocation along with the above-mentioned categories.

4. Neighbourhood Criteria:

- A. First priority will be given to children residing in a 1 km (village/ward) radius of the school.
- B. Children residing within a radius of 3 km (neighbouring villages/wards) of the school will get second preference in the lottery/admission.
- C. Thereafter, in the case of unfilled vacancies, the applicants residing beyond 3 km but within 6 km and in the same block shall be considered for admission.

**Note: However, distance will not be a criterion for the rejection of the application. Travel costs will be borne by the parents/guardians.*

5. Age Classification Criteria into Entry Class(es):

- A. For admission in class I, the child's age shall be 6-7 years as of 1st January of the respective academic year.
- B. Children with Special Needs (CWSN) aged 6-9 can be admitted to Class I as per the availability of the seats in the neighbourhood schools.
- C. Transgender children are allowed to take admission in Co-Ed schools only.

6. Calculation of 25% seats:

- A. 25% of seats will be calculated from the average of total admissions of the last three years in the entry-level class in that particular school. (school to enter the same details while registering)
- B. For newly registered schools, 25% will be calculated on the approved class strength during school registration.

7. Reimbursements

- A. As per Section 12(2) of the RTE Act, an unaided private school admitting children under Section 12(1)(c) shall be reimbursed for the expenditure so incurred by it to the extent of per- child expenditure incurred by the State, or the actual amount charged from the child, whichever is less, through online bank transfer.
- B. Verified reimbursement claims of an academic session are settled within the next financial year. For the purpose of transactions under Section 12(1)(c), only a separate bank account opened in the name of the school shall be treated as valid. Bank accounts maintained in the name of any individual shall not be accepted.
- C. The reimbursement towards expenditure incurred for 25% admissions in private unaided schools under Section 12(1) (C) of the RTE Act is supported under the Samagra Shiksha. Provided that where a school is already under obligation to provide free education to a specified number of children on account of it having received any land, building, equipment or other facilities, either free of cost or at a concessional rate, **such school shall not be entitled for reimbursement to the extent of such obligation.**

8. Grievance Redressal:

- A. In case of a dispute, grievance redressal will be filed online through the respective portal. The grievance officer at the block level will be the School Inspector/Block Mission Coordinator; at the district level, the District Inspector/District School Education Officer; and at the state level, the Director of School Education and Literacy.
- B. The Directorate of School Education and Literacy will also set up a Helpline Center with a toll-free number for grievance redressal during the admission process.

9. Penalties:

- A. No school shall be permitted to operate within the State without fulfilling the terms and conditions prescribed for its recognition certificate. Any institution found in violation shall be subject to action in accordance with Section 18 and Section 19 of the Right to Education Act, 2009.

10. Eligibility Documents:

Areas of verification	Category	Accepted/Verified Documents
Birth Certificate	Applicable for all	<p>The certificates that shall be valid as a birth certificate include all proof valid under the Aadhaar (Enrolment and Update) Regulations, 2016;</p> <p>Any one of the following:</p> <ul style="list-style-type: none"> i. Hospital / Auxiliary Nurse and Midwife (ANM) register record; ii. Anganwadi record; iii. Declaration through an affidavit of the age of the child by the parent or guardian.
Documents required for proof of residence	Applicable for all	<p>Any one of the following:</p> <ul style="list-style-type: none"> i. UID- Aadhaar Card ii. Voter Identity card (Parents/ Legal Guardian) iii. ORR (Ordinary Resident Register) issued by the appropriate authority iv. Electricity Bill v. Telephone Bill vi. Water Bill vii. House Tax Receipt viii. Driving License ix. Copy of Rent Agreement x. Ration Card xi. Certificate by Employer xii. Certificate from Local Authority xiii. Certificate from Child Welfare Committee (CWC), in case of children declared CNCP or CICL are residing in a Child Care Institution (CCI)
Caste Certificate	ST/SC	Issued by the competent authority
Orphan, CNCP or CICL, Children of Martyred	DG	Issued by the competent authority - CWC List
Proof for Economically	EWS	Any one of the following

Weaker Section		<p>i. Income certificate of less than 2 lakh per annum issued by the competent authorities</p> <p>ii. BPL ration card</p> <p><i>*Children belonging to ST categories who have income certificate/BPL ration cards will get preference in the lottery as per the existing notification</i></p>
Disability certificate	DG	Medical certificate by the competent authority as per the Guidelines for Evaluation and Procedure for Certification of Various Specified Disabilities notified under the Rights of Persons with Disabilities (RPWD) Act, 2016. [Children with disability (not less than 40%) are eligible]
HIV+ certificate (in case of parent(s))	DG	Medical certificates of the child or parents issued by the competent authority.
Transgender children	DG	Medical Certificate issued by a Civil Surgeon/ Superintendent of Government notified hospitals as proof of their eligibility under the provision.

Sd/-
 (Vijay Kumar Mantri, IAS)
 Commissioner & Secretary to
 the Government of Meghalaya, Education Department

Timelines for 2025-26 online admission cycle

	Start date	End date
Release the SoP for RTE 12(1)(c) admission	22 August 2025	-
Portal launch	1st week of September, 2025.	-
Orientation training of Schools at the district level and handholding top 10 schools	8 September 2025	12 September 2025
School registration via the online portal	8 September 2025	19 September 2025
School verification by DSEO & DSEL	10 September 2025	22 September 2025
Student registration via online portal	23 September 2025	17 October 2025
Student verification by BMC	24 September 2025	22 October 2025
Lottery	24 October 2025	-
Department publishes lottery results and the same information is shared with schools and students.	27 October 2025	-
Admission process in school	28 October 2025	14 November 2025

Circular for schools:

For the Academic Year 2026-27, schools are requested to declare 25% of seats mandatorily reserved in Class 1, for the admission of EWS/DG category of children under RTE Section 12(1)(c) based on the average number of students in the past 3 years of enrollment..