

Government of Tripura
Directorate of Elementary Education
(General Section)

No. F.4(276)-DEE/GEN/2019/Vol-II/ 163

Dated: 02/05 / 2026

STANDARD OPERATING PROCEDURE

Subject: Procedure for submission, verification, admission, and grievance redressal under Section 12(1)(c) of the Right of Children to Free and Compulsory Education Act, 2009

In continuation of Notification No. F.4(276)-DEE/GEN/2019/Vol-II, I/526868/2025 dated 19 February 2025 issued by the Directorate of Elementary Education regarding implementation of Section 12(1)(c) of the Right of Children to Free and Compulsory Education Act, 2009, the following procedure is hereby prescribed for the Academic Year 2026–27 onwards.

1. Submission of Applications

1.1 Applications shall be submitted online through the RTE Tripura portal (<https://rte.tripura.gov.in/>). A printout of the submitted application shall be furnished by the parent or guardian to the concerned Inspectorate of Schools office along with the required supporting documents.

1.2 The required supporting documents shall include, inter alia, a birth certificate for age verification (applicable to all applicants), residential proof for jurisdictional validation (applicable to all applicants), a category certificate in respect of children belonging to disadvantaged groups, and income certificate or equivalent proof in respect of children belonging to economically weaker sections, as per applicable guidelines and notification dated 19 February 2025.

1.3 The applicant shall be permitted to edit the application on the portal (<https://rte.tripura.gov.in/>) using the registered mobile number and Application ID until verification is undertaken by the competent authority.

2. Acknowledgement and Facilitation

2.1 The Inspectorate of Schools office shall issue an acknowledgement receipt upon submission of the application, indicating the name of the applicant, date and time of submission, and bearing the official seal and signature of the designated authority.

2.2 The Inspectorate of Schools office shall facilitate applicants in rectification of deficiencies through the correction facilities available on the RTE Tripura portal (<https://rte.tripura.gov.in/>) and provide necessary guidance to complete the application process.

3. Verification of Applications

3.1 All applications shall be verified by the Inspectorate of Schools office within the prescribed timeline and strictly in accordance with the applicable notification and guidelines.

3.2 No document other than those specified in the notified guidelines shall be required or accepted.

3.3 No application shall be rejected on the ground of deficiency without providing an opportunity for rectification through the portal (<https://rte.tripura.gov.in/>).

3.4 Applications containing invalid, falsified, or mismatched documents may be rejected by the Inspectorate of Schools office. Proper remarks shall be recorded and communicated to the concerned family, indicating the reason for rejection.

3.5 The Inspectorate of Schools office shall ensure due diligence in verification of eligibility, correctness of documents, and completeness of applications.

4. Processing and Forwarding

4.1 The Inspectorate of Schools office shall maintain a complete record of all applications received, including their status, pending cases, incomplete submissions, and reasons for rejection, if any.

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4.2 Verified applications shall be forwarded to the District Education Officer within the prescribed timeline. The District Education Officer shall examine and confirm such applications and forward eligible applications to the Directorate for the conduct of the computerised randomised lottery within the stipulated timeframe.

5. Lottery and Admission

5.1 The computerised randomised lottery shall be conducted through the RTE Tripura portal (<https://rte.tripura.gov.in/>).

5.2 Schools shall access the list of selected candidates through their login on the portal and shall admit such students within the prescribed timeframe.

5.3 No school shall refuse admission to any student allotted under Section 12(1)(c) on the ground of any pending dispute or doubt regarding eligibility.

5.4 Any such matter may be referred to the competent authority separately, without withholding admission.

6. Denial and Recording

6.1 Any denial of application shall be recorded on the RTE Tripura portal (<https://rte.tripura.gov.in/>) along with reasons.

6.2 Such denial shall be reviewed within seventy-two (72) hours by the Inspectorate of Schools office and communicated to the applicant.


7. Grievance Redressal

7.1 Grievances relating to admission, reimbursement, or implementation shall be submitted through the RTE Tripura portal (<https://rte.tripura.gov.in/>).

7.2 Grievances shall be examined and disposed of in a time-bound and hierarchical manner. In case of non-disposal within the prescribed time, grievances shall stand escalated as follows:

- i. The Inspectorate of Schools / Block Education Officer shall examine and dispose of the grievance within seven (7) days;
- ii. The District Education Officer shall examine and dispose of the grievance within ten (10) days;
- iii. The Director of Elementary Education shall examine and dispose of the grievance within fourteen (14) days, and such decision shall be final, subject to remedies available under law.

All concerned shall ensure strict compliance with these procedures for effective, transparent, and time-bound implementation of Section 12(1)(c) of the Right of Children to Free and Compulsory Education Act, 2009.


Director 2/5/2016
Directorate of Elementary Education
Government of Tripura

To

1. The District Education Officers (North Tripura / Dhalai District / Unokoti District / Khowai District / West Tripura / Sepahijala District / Gomati District / South Tripura) for information and necessary action. They are requested to circulate the Notification to all recognised Private Unaided Schools and all Inspectors of Schools under their jurisdiction.
2. The Principal Officer (Education), TTAADC, for information with a request to circulate the Notification to all recognised Private Unaided Schools and all Inspectors of Schools under his jurisdiction.

Copy to

1. The PS to the Secretary, Education (School) Department, Government of Tripura, for the kind information of the Secretary.
2. The Branch Officer, General Section, Directorate of Elementary Education, Government of Tripura, for information.
3. Shri Hasan Al Banna, Senior Manager, Northeast Zone (Operations), Indus Action, for kind information and coordination.