

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
DIRECTORATE OF EDUCATION, DISTRICT SOUTH-WEST B ZONE-22
NAJAFGARH NEW DELHI.110043

To :

The President,
Nagar Educational & Welfare Society,
R2-112, Raghbir Enclave, Najafgarh,
New Delhi-110043

Sub ; Issuance of Essentiality Certificate under Rule 44 of
Delhi School Education Act & Rules 1973.

Sir/Madam,

This is with reference to your application dated 25.5.2001
to establish a new school under Rule 44 of DSEAR, 1973. I am
directed to state that the appropriate authority after considering
the particulars specified in the application form has accepted the
proposal to establish a new Middle school from Class I
to VIII in Shiv Nagar area Zone No. XXII of District
South-West. (Haibat Pura) Najafgarh.

The said acceptance to establish new school in (Haibat Pura)
specify space) area Zone No. XXII of District South-West shall be
limited only for a period of Three years.

The Society should start the school in legally constructed and
occupied school building. The Society should also follow the
directions issued by the Deptt. on fee structure.

The acceptance to establish new school will automatically
lapse, if the Society/Trust fails to obtain recognition from the
appropriate authority after fulfilling the conditions of recognition
as laid down in Rule 50 & 51 of DSEAR, 1973 and sub-section (I) of
Section 4 of DSEAR, 1973 within a period of Three years.

Standard preliminary norms are endorsed for favour of your
appraisal and guidance.

Yours faithfully,

(Signature)
Dy. Director of Education
Distt. South-West-B.

No. DE.54/Zone-22/ 1325

Date: 15/5/2001

Copy forwarded for information & necessary action to:

1. Addl. DE (S)
2. DDE (Act)
3. JDE (plg)
4. EO Zone
5. Pers Branch of DDE (SW)-B

Dy. Director of Edn.

GOVERNMENT OF N.C.T. OF DELHI
OFFICE OF THE DY DIRECTOR OF EDUCATION
DISTT. SOUTH WEST-B, NAJAFGARH, NEW DELHI-110043

No. F. DE.54(2)/DDE/SW-B/ZONE-22/Upgrdn./2004-05/ 848

Dated: 10/9/04

To

The Manager,
D.C. Convent School,
Rz-115, Shiv Enclave
Dichan Road,
Najafgarh, New Delhi-110043

SUB: Up-gradation of the school from Middle to Secondary Level (without aid) w.e.f. Academic Session 2004-05

Sir,

With reference to the correspondence resting with your letter dated 10-12-2003 on the subject noted above I am directed to convey the approval of the competent Authority for up-gradation of D.C. Convent School RZ-115, Shiv Enclave, Dichan Road, Najafgarh, New Delhi-110043 from Middle to Secondary level (without aid) w.e.f. Academic session 2004-05 subject to the fulfillment of the following conditions:-

1. That the school shall abide by the provision of DSEA, 1973 and Rules framed there under as well as the instruction issued by Directorate of Education from time to time by the Department.
2. That the school shall admit the students without any discrimination of cast and creed as per norms of the Department
3. That the school shall appoint full time qualified and eligible staff as per the norms of the Department.
4. That a proper library shall be established and facilities for reading rooms shall also be made available for students as well as teachers. Books as per the ratio of 10 books per student may be maintained and facilities of reading room may also be provided immediately.
5. Adequate sports material shall be purchased and made available to the students immediately.
6. That the school shall strictly abide by the provision of Delhi School Education Act and Rules 1973 and payment will be made as per section 10(1) of Delhi School Education Act and Rules 1973 to all employees. The salary should be paid by crossed cheque.
7. That the enrolment in each section shall not exceed the number of students calculated @ 10/sq. ft. Per student for the available floor area of the class room and school shall provide adequate and sufficient accommodation as per the norms of Directorate of Education, Delhi in each class and number of class room of proper size in the school.



.....2/-

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Upgradation of D.C Convent School Rz-115, Shiv Enclave, Dichaon Road, Najafgarh New Delhi-110043 from Middle to Secondary level

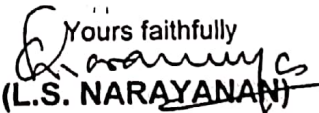
8. That the school shall dispense with the service of unqualified and over-aged staff, if any, immediately and compliance be sent within one month.
9. That the Govt. nominees on the managing committee will be asked for immediately and decision will be taken as mentioned in approved scheme of management by DDE (Act)
10. The Managing Committee of the school shall not enhance the fee during 2004-05 and subsequently academic session without the prior approval of Directorate of Education that is a mandatory requirement under sub-section (3) of section 17 of Delhi School Education Act, 1973 and other instruction on the subject.
11. The Managing Committee shall regulate the functioning of school strictly in accordance with the provisions of the Act and the Rules.
12. That the service contract between the Management and the Employees shall executed immediately.
13. That all the facility prescribed under rule 50 and 51 of the DSEA & R, 1973 shall be made available to the student provision of rules 6,7 and 8 be strictly observed.
14. That the arrangement of good drinking water shall be made available to all the students/teacher and sanitary facilities shall also be provided to the student immediately.
- ✓ 15. Fresh Health Certificate may be obtained from the M.C.D. within a month and be submitted to the E.O. concerned for verification.
16. The staff should be paid full salary through cross cheque
17. That the Managing Committee of the school shall create a reserve fund equivalent to three months salary or one lakh + Rs. 80/- per students which ever is less in a joint account in the name of Dy. Director of Education (South West-B) and the Manager of the school in any scheduled Bank within three months.
18. Proof to the effect that the staff has been appointed as per recruitment rules be provided to the Education Officer for his verification.
19. That copy of the appointment letter issued to the staff be provided to the Education officer for verification.
20. That the school shall not run any unrecognized classes or any other activities within the school premises and all the recognised classes shall be run at the above addressed only
21. Medical facilities/leave, LTC, Bonus, Teaching allowance, GPF/CPF etc. be paid from the date of the recognition of the school.



.....3/-

Upgradation of D.C Convent School Rz-115, Shiv Enclave, Dichaon Road, Najafgarh New Delhi-110043 from Middle to Secondary level

22. Arrear of pay etc. due to pay fixation of Fifth Pay Commission report 1996, remaining unpaid salary be paid immediately.
23. Provident fund register be maintained and cash book be completed and shown to E.O. of the concerned zone for verification from time to time.
24. Staff be appointed as per norms of Dte. Of education i.e Yoga Tr., Dom. Science Tr., Drg. Tr., Music Tr., Regional Lang. Tr., and SUPW Tr. Be appointed and other staff one Asstt for each primary class and one and half TGT from each middle/ secondary class as per post fixation norms of the Dte. Of education be appointed immediately.
25. That the violation of any instruction/conditions/Orders rules and regulations of the department shall lead to withdrawal of up gradation of the school.
26. That free-ship to the students belonging to the weaker sections as laid down under the orders issued by the Director of Education dt. 27/4/2004 are strictly complied with.
27. That all purchases should be made strictly after completing formalities as required under the financial rules.
28. The Audited statement of account for the period ending 31-03-2004 be sent to the Education officer immediately.
29. A compliance report be sent to E.O. Zone-22, regularly.


Yours faithfully

(L.S. NARAYANAN)
Dy. Director of Education
(Distt. SW-B)

No.F. DE.54(2)/DDE/SWB/ZONE-22/Upgrdn./2004-05/

Dated:-----

Copy forwarded for information and necessary action to:

1. P.S. to Director of Education, Old Sectt., Delhi
2. P.S. to Addl D.E. (School), Old Sectt. Delhi.
3. P.S. to Regional Director (South) Vasant Vihar, New Delhi.
4. DDE(Planning) Timarpur, Delhi
5. DDE(ACT) Old Sectt. Delhi
6. Secretary CBSE, Preet Vihar Delhi
7. Education Officer, Zone-22, Najafgarh, New Delhi
8. DDE (I.T.) Old Sectt. Delhi


(L.S. NARAYANAN)
Dy. Director of Education
(Distt. SW-B)