

OFFICE OF THE DEPUTY DIRECTOR OF EDUCATION  
DISTT. SOUTH: DEFENCE COLONY : NEW DELHI.

No. Zone: S-21/92/510-317

Dated: 10-2-92

To

The Manager  
Saraswati Bal Mandir Middle School  
Mehrauli  
New Delhi

Sub: Upgradation of the School from Middle to Secondary level  
during academic session 1992-93.

Sir,

With reference to the correspondence resting with your letter dated 22.3.91 on the subject cited above. I am directed to convey the approval of the Competent Authority for the upgradation of the existing Middle School to Secondary level, without aid during the academic session 1992-93 subject to the fulfilment of the following conditions and terms :-

1. That the school shall abide by the provisions of the Delhi School Education Act and Rules, 1973 and other instructions of the Deptt. issued from time to time.
2. Regular staff as per Deptt. norms should be appointed
3. Adhoc/part time/contracted basis appointments should be dispensed with immediately.
4. Provisions of Rule 105 and 11 (Amended) be added in the appointment letters.
5. Service contracts may be obtained from all employees.
6. Ministerial and other Class IV employees be appointed as per norms.
7. That the school shall admit the students without any discrimination of caste and creed.
8. That the school shall equip the Science Labs in accordance with the norms laid down by the Department.
9. A proper library with number of books as prescribed by the Deptt. will be equipped during 1992-93. The school should purchase Library Books according to Deptt. norms. The ratio of 1:10 must be maintained.
10. Sports equipments amounting to Rs.10,000.00 must be purchased during 1992-93
11. Schools accounts must be maintained in the schools premises and not in the society office.
12. That the school shall strictly abide by the provision of Delhi School Education Act and Rules, 1973 and payment of pay and allowance and other facilities will be made to the staff as per Section 10(1) of the Delhi School Education Act, 1973 to all its employees.
13. That facilities as required under Rule 50, & 51 of Delhi School Education Rules, 1973 shall be made available. Provision of Rule 6, 7 & 8 be strictly observed.
14. That no unqualified or average staff may be allowed to ~~exit~~ continue.

Contd....2/-

5. That the staff should be paid their salary through crossed continue.
16. That the school shall create a Reserve Fund of Rs.40,000/- in the joint name of the Manager and DDE(Distt.South)
17. That the Managing Committee of the School shall not increase fee in future academic session without prior approval of the Director of Education, Delhi.
18. That the contract between the Management and the employees shall be executed immediately.
19. That the unrecognised classes shall run in the school premises. Nursery class may not run in the school building.
20. That the school shall pay arrears and other benefits to its employees as per Recommendations of the 4th Pay Commission.
21. That the violation of any instructions/conditions/rules and regulations of the Department shall lead to the withdrawal of recognition of the School.
22. Compliance report of the above conditions may be submitted to this office within one month.

Yours faithfully,

(Mrs.Usha Menon)  
Dy. Director of Education  
District South

No.

Dated:

Copy to the following for information and necessary action:-

1. E.A . to Secretary (Edc)/D.E./JDE(Planning)
2. E.O. Zone:S-21.
3. A.D.E (Planning)
4. Stot.Unit (R.O)

(Mrs.Usha Menon)  
Dy. Director of Education  
District South



OFFICE OF THE EDUCATION OFFICER: ZONE S-23.  
DISTT. SOUTH: DEFENCE COLONY: NEW DELHI.

NO.DE.50/EO/ZS-23/Upgrd./SMM/91/906

dated:-10.3-97

TO

The Manager/principal,  
Saraswati Bal Mandir sec. school,  
Mehrauli, New Delhi-110030

SUB:-Upgradation of school from sec. to sr. sec.

Sir,

With reference to your application on the above cited subject, I am to inform you to submit the following information, documents before the inspection of the is conducted for upgradation.

1. A certificate to the effect that the various conditions as laid down in the letter of upgradation from middle to sec. level have already been completed.
- ✓ 2. No. and date of the letter conveying approval of the scheme of management with a copy of the same.
- ✓ 3. Whether the teachers, PTA and representatives of the society have been elected or nominated.
- ✓ 4. Status of the land on which school building is ~~xx~~ erected.
5. Building site plan duly certified by a registered architect
6. Covered area of the building.
- ✓ 7. Details of accommodation with measurement i.e. No. of class/section, boys and girls in each section/principal room/visitors room/office room/library and reading room/laboratory/multi-purpose room/ size of play ground etc.etc. on a separate sheet.
- ✓ 8. Latest Health certificate may be furnished.
- ✓ 9. Whether the school building or ground are used for commercial, residential, political or non educational activities during day & night. A certificate to this effect
10. Balance sheet & Income & expenditure statement for 1993-94, 1994-95 and 1995-96.
- ✓ 11. Fixed deposit receipts with a no loan certificate from the bank duly attested by a ~~x~~ gazetted officer.
- ✓ 12. Reserfund A/c in the joint name of DDE(S) and Manager of the school which should be equivalent to three months salary of the staff
- ✓ 13. Details of charges i.e. Admission fee, security deposits, tuition fees and other charges on a separate ~~xxxx~~ sheet.
14. Building safety certificate.

yoursfaithfully,

*SMM*  
07/3/97  
( Dr. (Miss) S. Shukla )  
Education officer S-23