

DIRECTORATE OF EDUCATION: DELHI  
DISTT. WEST NEW DELHI NAGAR

NO. 1790

Date: 20/7/89

To

✓ The Manager  
Holy Cross School,  
Najafgarh

sub: Grant of Recognition to the school from class Ist to  
8th (without aid) with effect from Academic Session  
1989-90. ~~Some other school.~~

sir,

With reference to your application on the subject note above,  
I am directed to grant recognition to your school from class  
Ist to VIIIth (without aid) w.e.f. 1989-90 session subject to the  
fulfilment of the following terms and conditions:-

1. That the school shall abide by the provision of Delhi  
School Education Act, 1973 and Rules thereunder as well as the  
instructions issued from time to time.
2. That the school shall admit students without any discrimination  
of caste and creed as per the 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 the school shall equip the science lab as per the norms  
of the department and suitable facilities for practical work  
shall be provided to the students. Material worth  
Rs. 5000/- shall be purchased during 1989-90 and a list be  
furnished to the Education Officer for verification.
5. That a proper library shall be established and facilities  
for reading room shall also be made available for students  
as well as teachers. Books as per the ratio of ten books  
per student may be maintained and facilities of reading room  
may also be provided immediately and more books worth  
Rs. 5000/- be purchased by the start of the next session and  
the list of books furnished to Education Officer for  
verification.
6. Adequate sports material shall be purchased and made  
available to the students immediately.
7. That the school shall strictly abide by the provisions of  
Delhi School Education Act, 1973 and Rules, 1976 and payment will  
be made as per section 10(1) of Delhi School Education Act  
1973 to all employees.
8. That the enrolment in each section shall not exceed the  
number of students calculated @ 12 sq. ft. per student for  
the available floor area of the class room and the school

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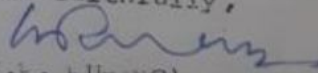
shall provide adequate sufficient accommodation as per norms of the Dept. of Education, Delhi in each class. No. of existing sections should not exceed the number of class room of proper size in the school.

9. That the school shall dispense with the services of unqualified and over-charge staff, if any, immediately.
10. That the Govt. nominees on the Managing Committee will be asked for immediately and decisions will be taken as mentioned in approved scheme of Management by DDE(Act).
11. The Managing Committee of the school shall not enhance fee during the ensuing academic session without the prior approval of the Directorate of Education which is a mandatory requirement under sub-section(3) of Section 17 of Delhi School Education Act, 1973.
12. The Managing Committee shall regulate the functioning of the school strictly in accordance with the provisions of bye-laws and rules.
13. That the service contract between the management and the employees shall be executed immediately.
14. That all the facilities prescribed under rule 50 and 51 DSER, 1973 shall be made available to the students. All the provisions of rules, 6, 7 and 8 be strictly observed.
15. That the arrangement of good drinking water shall be made available to all the students/teachers and sanitary facilities shall also be provided to the students immediately.
16. Fresh Health Certificate may be obtained from the MO within a month and be submitted to Education Officer for verification.
17. The staff should be paid full salary through cross cheque from the date of opening of the school and the proof should be shown to the concerned E.O.
18. That the Management of the school shall create a fund of Rs.5000/- only in a joint account in the name of the Director of Education and the Manager of the School in a Scheduled bank within a month.
19. Proof to the effect that the staff has been appointed as per recruitment rules be provided to the E.O. for his verification.
20. That copies of the appointment letter issued to the staff be provided to the E.O. for verification.
21. That the school shall not run any unrecognised classes or any other activities within the school premises and all the recognised classes shall be run at one place at the same address only. Nursery classes be removed from the premises of the school immediately, if any.



22. The Management of the school will obtain land from DDA in the name of the Society through Directorate of Education, Delhi and shall construct a school building thereon for the school as per specification of the department within a period of 2 years. That adequate and sufficient accommodation @ 12sq. ft. per student shall be provided for the class room. The normal size of the class room will be 24' X 20'. No other activities other than education shall be run.
23. That the Nursery classes will not be run in the school building occupied by the school.
24. Medical facilities/leave, LTC, Bonus, Teaching allowance, CPF etc. be paid from the date of recognition of school.
25. Arrears of pay etc. due to pay fixation of IVth Pay Commission Report, 1986 be paid immediately.
26. Provident fund register be maintained and cash book be completed and shown to E.O. of zone concerned for verification from time to time.
27. Staff be appointed as per norms of Directorate of Education i.e. PET, TGT- Teacher, Domestic Science Teacher, Drawing Teacher, Music Teacher, Regional Language Teacher and S.W Teacher be appointed and other staff one Assistant for each primary section and one and half TGT for each section of Middle class as per post fixation norms of Directorate of Education be appointed immediately.
28. That the violation of any instructions/orders/conditions rules and regulation of the department shall lead to the withdrawal of recognition of the school and class L shall not be opened without the prior approval of the Director of Education, Delhi.
29. That a report about the fulfilment of the above conditions giving the extent to which each condition is fulfilled shall be sent to the Education Officer every six month.

Yours faithfully,



(K. K. PURI)

BY. DIRECTOR OF EDUCATION (WEST)

Dated:

No.

Copy to:-

1. Adl. D.E.(S).
2. Adl. D.E.(Adm.).
3. DDE(W).
4. D.D.E.(Sct).
5. E.O. zone concerned.
6. PA to S cy.(Edu.)/DE/JDE(Adm).
7. State Uni(E.O.)
8. Personal Branch of DDE(W).

(K. K. PURI)  
BY. DIRECTOR OF EDUCATION (WEST)  
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OFFICE OF THE DY.DIRECTOR OF EDUCATION  
DISTT.WEST:NEW MOTI NAGAR:NEW DELHI.

No.F.DE-4E/121/3(71)/Z-25/93/ 2130

Dated: 28/3/94.

To

The Manager,

Holy Cross School,

Najafgarh,

New Delhi-110043

Sub:- Upgradation of Holy Cross School, Najafgarh, New Delhi  
from Middle to Secondary level w.e.f.  
the academic session 1993-94 (without aid).

Sir,

With reference to your application on the subject noted above, I am directed to convey the approval of the Director of Education, Delhi, for the upgradation of Holy Cross School, Najafgarh, New Delhi from Middle to Secondary level without aid for xxxx streams only with effect from the academic session 1993-94 subject to the fulfilment of the following terms and conditions:-

1. That the school shall admit students without any discrimination of caste and creed.
2. That the school shall abide by the provisions of D.S.E.A, 1973 and D.S.E.R., 1973 framed thereunder as well as the instructions issued from time to time.
3. That the school shall meet the additional liability of secondary/Sr.Secondary classes.
4. That proper library shall be established and facilities for reading room shall also be made available for students as well as teachers. Books as per the ratio of 10 books per students shall be purchased and made available to the students.
5. That adequate sports material shall be purchased and made available to the students.
6. That the school shall strictly abide by the provisions of Section 19(1) of the D.S.E.A, 1973.
7. That the school shall not run any unrecognised classes or any other activities within the school premises and all the recognised classes shall be run at one place at the premises of school immediately, if any.
8. That the school shall dispense with the services of unqualified and over-aged staff, if any, immediately.

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9. That the service contract between the management employees shall be executed immediately.
10. Fresh Health Certificate from M.C.D. be obtained produced to E.O. for verification.
11. That the Management Committee shall regulate the of school strictly in accordance with the provisions of the and Rules, 1973.
12. That the Managing Committee of the school shall no fee in future academic sessions without prior approval of the Director of Education, Delhi which is a mandatory requirement sub-section (3) of Section-17 of D.S.E.A., 1973.
13. That all the facilities prescribed under Rule 50 & D.S.E.R, 1973 shall be made available to the students.
14. Proof to the effect that qualified staff has been as per Recruitment Rules be provided for verification to Edu.
15. That the staff has been paid all arrears and being per Fourth Pay Commission. Proof be given to Edu. Officer for verification.
16. That the arrangements for good drinking water shall made available to all the students as well as to the teachers sanitary facilities shall also be provided to the students as Health Certificate may be obtained from the local body within
17. That the school shall comply with the norms of the for affiliation for examination purposes.
18. Medical facilities/leave, LTC, Bonus, Teaching Allowance CPF etc. be paid since recognition of the school.
19. Provident Fund Register be maintained and cash book completed and shown to the Edu. Officer of the Zone concerned verification from time to time.
20. That the salary to the staff should be made through crossed Cheque only.
21. That the violation of any instructions/conditions/and regulations of the Department, shall lead to the withdrawal of recognition/upgradation of the school.

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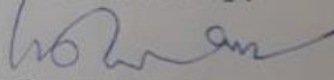


Minimum 3 months salary of the staff should be available "Reserve Fund" in the joint name of the Director of Education, Delhi and the Manager of the school with the specific instructions to the Bank that the Director of Education, Delhi can operate the account individually in case of default in the payment of salaries to the staff. Salary will be paid as per Govt. norms.

23. That the report about the fulfilment of the above conditions shall be sent to the concerned Edu. Officer every six months.

24. That the school management shall pay full D.A. & Bonus at par with Govt. employees alongwith the arrears due to the staff of the school immediately.

Yours faithfully,

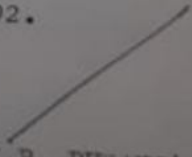
  
(Y.P. PURANG)  
DY. DIRECTOR OF EDUCATION,  
DISTT. WEST

No. F. DE-48/121/3 (71)/Z-25/9 /

Dated: .

Copy forwarded to:-

1. The J.D.E. (Plg.), Dte. of Education, Old Sectt., Delhi.
2. The D.D.E. (Act), Dte. of Education, Old Sectt., Delhi.
3. R.O. (Stat. Unit), Dte. of Education, Old Sectt., Delhi.
4. E.O. Zone-25.
5. The Secretary, CBSE, Preet Vihar, Delhi-110092.
6. Personal Branch of DDE (West).

  
(Y.P. PURANG)  
DY. DIRECTOR OF EDUCATION,  
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GOVT. OF N.C.T. OF DELHI  
OFFICE OF THE DEPUTY DIRECTOR OF EDUCATION  
DISTT: SOUTH-WEST: VASANT VIHAR: NEW DELHI.

No. DE. 54/Upgradation/Zone- 22/97-98/1465

Dated:- 2/4/97

To,  
The Manager,  
Holy Cross School,  
Najafgarh, New Delhi-43.

Subject:- Upgradation of school from Secondary to Sr. Sec. Level.

Madam,

With reference to your application dated 30/04/96 and subsequent letter dated 2/04/97. I am directed to convey the approval of the Director of Education, Delhi for the upgradation of the existing school to Sr. Sec. level without aid w.e.f. 1997-98 session subject to the following terms and conditions:-

1. That the school shall abide by the provision of DSEA, 1973 and rules framed thereunder as well the instructions issued from time to time.
2. That the school will meet the additional liability of Sr. Sec. classes.
3. That the school shall admit the students without any discrimination of caste and creed.
4. That, a proper library shall be established and facilities for reading room/s shall also be made available for students as well as teachers. Books as per the ratio of 10 books per students shall be purchased and made available to the students.
5. That adequate sports material shall be purchased and made available to the students.
6. That the school shall strictly abide by the provisions of section 10(1) of DSER, 1973.
7. That the school shall not run any authorised classes or any other activities within the school premises and all the recognised classes shall be run at one place at the premises of school.
8. That the school shall dispense with the service of unqualified and over-aged staff, if any, immediately.
9. That the service contract between the management and the employees per DSER and Rules, 1973 shall be executed immediately.

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10. The Management Committee shall regulate the functioning of school strictly in accordance with the provisions of DSER, 1973.
11. The managing committee of the school shall not increase fees in future academic session without prior approval of Director of Education which is mandatory requirement under sub-section (3) of section 17 of Delhi Education Act & Rules 1973.
12. That all the facilities prescribed under rule 50 & 51 of the DSER and Act, 1973 shall be made available to the students.
13. Proof to the effect that qualified staff including the Principal appointed as per Act & Rules be provided for the verification of the E.O. concerned.
14. That the staff has ~~not~~ been paid all arrears and being paid salary as per fourth pay commission. Proof of the same be given to E.O. concerned.
15. That the arrangement for good drinking water shall be made available to all the students as well as the teachers and sanitary facilities shall also provided to the students adequately.
16. That the school shall comply with the norms of the DSER, 1973 for affiliation for examination purpose.
17. Medical facilities/leave, LTC, Bonus, Teaching allowances, Provident Fund etc. be paid since recognition of school.
18. Provident fund register be maintained and cash book be completed and shown to E.O. or the Zone concerned for verification from time to time.
19. That the Management of the school shall create a reserve fund in the form of Fixed Deposit in the joint account in the name of Dy. Director of Education (South-West) and manager of school:- equivalent to 3 months salary of the staff or Rs. one lakh plus Rs. 80/- per student whichever is less.
20. That the violation of the instructions/conditions/rules and regulation of the department shall lead to the withdrawal of recognition of the school.
21. That in no case the school funds will be diverted/transferred to any other fund/account of the society. The school funds will also not be utilised by the society for any other

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- purpose other than that the school.
4. That the report about fulfilment of the above conditions shall be sent to the E.O. concerned every 6 months.
  5. Salary to the staff should be made through crossed cheque.
  6. That the upgradation ~~in~~ of the school from Sec. to Sr. Sec. level have been approved in Arts and Commerce.
  5. As per undertaking dated 2/04/97 the reserve fund of Rs.2,25,000/- should be renewed in the joint name of the DDE(SW) and manager of the school .
  6. As per undertaking the management should provide bonus, L.T.C. , I.R. ,D.A. etc. to the staff w.e.f. 1/04/97.

*T.P.S.*  
(DR.T.P.S.CHAUHAN)  
DEPUTY DIRECTOR OF EDN.  
DISTT:SOUTH!West.

Copy to the following for their information & necessary action:-

- . Director of Education, Old Sectt. Delhi.
- . Adml. DE of Education (Schools).
- . Jt. DE (Plg.) , Old Sectt. Delhi.
- . DDE(ACT) Old Sectt., Delhi (5), Secy. CBSE, Preet Vihar.
- . E.O. Concerned.

*T.P.S.*  
(DR.T.P.S.CHAUHAN)  
DEPUTY DIRECTOR OF EDN.  
DISTT:SOUTH-WEST.