

GOVT. OF N.C.T. OF DELHI  
OFFICE OF THE DY. DIRECTOR OF EDUCATION  
DISTT. SOUTH WEST, VASANT VIHAR, NEW DELHI

No. DE-3A/OPERATION/36/110037/110037  
TO

Date: 29/3/96

The Manager/Secretary  
Heera Public School, Samalkha,  
Gurgaon Road, Samalkha, N. Delhi-110037

Sub: Upgradation of school from Secondary to SR. Secondary without  
add w.e.f. academic session 96-97.

Sir,

With reference to your application No. Nil dt. 29/3/96.

I am directed to convey the approval of the Director of Education, Delhi for the upgradation of the existing school to SR. Secondary level without add w.e.f. 96-97 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 shall meet the additional liability of SR. Secondary level 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 hall also be made available for students as well as teachers. Books as per the ratio of 10 books per student 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 unauthorised 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.
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 section (3) of section 17 of Delhi Education Act & Rules, 1973.

Principal  
HEERA PUBLIC SCHOOL  
(Senior Secondary)  
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12. That all the facilities prescribed under rule 50 & 51 of the DSEA and Rules, 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 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, Bouns, 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. of the Zone concerned for verification for 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 the school: - equivalent to 3 months salary of the staff.
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 purpose other than that of the school.
22. That the report about fulfilment of the above conditions shall be sent to the E.O. concerned every 6 months.
23. Salary to the staff should be made through crossed cheque.
24. The upgradation to Sr. Secondary level is allowed in Art and Commerce streams only.
25. That the school shall not introduce Science Stream at Sr. Sec. Level without the approval of Director of Education.
26. That the school shall not run any classes in the basement.
27. That the school shall provide P.F. facilities to all the employees.

*P.S.C.*  
Principal  
HEERA PUBLIC SCHOOL  
(Senior Secondary)  
Samalka, New Delhi-110037

DI. DIRECTOR OF EDUCATION  
DIST. SOUTH WEST

Copy to the following for their information & n.a. please:-  
Director of Edn. Old Sectt., Delhi.

1. Addl. DE of Education (Schools)
2. Jt. DE (Fig.) Old Sectt. Delhi
3. DDE (ACT) Old Sectt., Delhi
4. Secy. CBSE, Preet Vihar.
5. E.O. Concerned.

*P.S.C.*  
Principal  
Heera Public School!  
(Senior Secondary)  
Samalka, New Delhi-37

DI. DIRECTOR OF EDUCATION  
DIST. (SW)