

OFFICE OF THE DEPUTY DIRECTOR OF EDUCATION : DISTT: EAST :  
RANI GARDEN : GEETA COLONY : DELHI :

No. DE-47/Z-3/E/2000/ 997

Dated: 14/5/01

To

✓ The Manager,  
Saai Memorial School,  
Sai Bhavan, Geeta Colony,  
Near Petrol Pump, Delhi-31.

Sub:- Upgradation of School from Middle to Secondary stage with effect from academic session 2001-02.

Sir,

With reference to your application on the subject cited above, I am directed to convey the approval of appropriate authority for upgradation of your school from Middle to Secondary level without aid with effect from academic session 2001-02 subject to the fulfilments of the following terms and conditions:-

1. That the school shall abide by the provisions of Delhi School Education Act, 1973 and Rules framed 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.
3. That the school shall meet the additional liability of secondary classes.
4. That the school shall purchase adequate Science Lab. equipments and apparatus as per the norms of C.B.S.E/Education Department for Secondary classes.
5. That a proper library shall be established and facilities for reading room a hall 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.
6. That adequate sports material shall be purchased and made available to the students.
7. That the school strictly abide by the provisions of Section 10 (1) of the Delhi School Education Act & Rules 1973.
8. That the school shall not run any un-recognised classes or any non-educational activities within the school premises and all the recognised classes shall be run at any place at the above address only. Nursery classes be removed from the premises of the school immediately, if any.
9. That the school shall dispense with the services of unqualified and over-aged staff, if any immediately.
10. Fresh Health Certificate from M.C.D. be obtained produced to Education Officer for verification.

Contd....2.

11. The Management of the school will obtain land from D.D.A. if already not obtained, in the name of the Society through Directorate of Education, Delhi and shall construct a school building thereon for the school as per specifications of the department within a period of 2 years. That adequate and sufficient accommodation of 10 Sq.ft. per students shall be provided for class-room. The normal size of the class-room will 15' x 20'.
12. That proper facilities for drinking water, toilets and first-aid be provided, separate toilets for boys, girls and, separate toilets for ladies and gents staff be also provided.
13. That the Managing Committee of the school shall not increase enhance for during the ensuring academic session without prior approval of the Director of Education which is a mandatory requirement under sub-section (3) of Section-17 of Delhi School Education Act & Rules, 1973.
14. That all the facilities prescribed under Rules 50 & 51 of the D.S.E.A & R, 1973 shall be made available to the students.
15. That XIth class should not be added without the prior approval of the Director of Education.
16. That the Management of the school shall create a Reserve Fund equal to minimum three months salary of the staff in the joint name of the Director of Education and Manager of the School.
17. That the school shall comply with the norms of the C.B.S.E. for affiliation fee/examination purposes.
18. That report about the fulfilment of the above conditions shall be sent to the Education Officer within six months.

Yours faithfully,

*hain*

( MRS. REKHA JAIN )  
DEPUTY DIRECTOR OF EDUCATION: EAST:

No. DE.-47/Z-3/E/2000/ 997

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Copy to the following for information and necessary action :-

1. J.D.E.(Planning), Dte. of Education, Lucknow Road, Delhi.
2. D.D.E(C.W), Dte. of Education, Lucknow Road, Delhi.
3. DDE(ACT), Dte. of Education, Old Sectt, Delhi.
4. Addl.D.E.(Schools), Dte. of Education, Old Sectt., Delhi.
5. R.O.(Stat.Unit), Dte. of Education, Lucknow Road, Delhi.
6. Education Officer, Zone-III, Distt. East, Ranti Gardern, Delhi.
7. Secretary, C.B.S.E., 2, Community Centre, Preet Vihar, Delhi.
8. Master/concerned file.

( MRS. REKHA JAIN )  
DEPUTY DIRECTOR OF EDUCATION: EAST.