

GOVT. OF NATIONAL CAPITAL TERRITORY OF DELHI
DIRECTORATE OF EDUCATION (ACT BRANCH)
OLD SECTT: DELHI-54

No F/DE/ACT/2011 | 6587-92

Dated 18/01/13

CIRCULAR

In compliance with Rule 14 of RTE notification dated 23/11/2011, all the recognized unaided schools are hereby directed to submit form 1(A) with their respective District DDE's with justification of deviation, if any, and the said form 1(A) shall be reviewed by the concerned DDEs to ensure whether or not the said schools conform to the norms, standard and conditions mentioned in sub-rule 1 of Rule 14 of the RTE Rules.

Non-compliance of instructions, in this regard would attract provisions of sub rule 3 and 4 of Rule 14 of RTE Rules, which states:

"(3) During the course of annual inspection or otherwise if the concerned officer observes that school does not conform to the norms and standards and conditions mentioned in sub-rule(1) but has submitted self declaration form 1(A) stating conformation with norms, a suitable action shall be initiated by the District Education Officer

(4) Schools which do not conform to the norms, standards and conditions mentioned in sub rule (1) within three years from the commencement of the Act shall cease to function."

Further, all the DDEs are hereby directed to get the un-recognized unaided schools apply for recognition in form 1(B) at the earliest as all the unrecognized school are required to get recognition before 31/3/2013 as per RTE Act 2009.

The copies of form 1(A) and 1(B) are enclosed herewith.

This issues with the prior approval of the Director (Education)

P. Lata Tara
18/01/13

(P. LATA TARA)
ASSTT. DIRECTOR OF EDUCATION (ACT)

To,

1. The Manager, all recognized unaided school.
2. Addl. Director of Education (Act)
3. The DDEs, Directorate of Education
4. PS to Director (Education)
5. OS (IT) with the request to upload this circular on the website of the Department.
6. Guard File.

P. Lata Tara
18/01/13

(P. LATA TARA)
ASSTT. DIRECTOR OF EDUCATION (ACT)

APPENDIX

FORM-1(A)
SELF-DECLARATION FORM FOR RECOGNIZED SCHOOL
 (see sub-rule (1) of rule(14))

To,

The Director of Education,
 Directorate of Education,
 Government of NCT of Delhi.

Sir,

I forward herewith a self-declaration form regarding compliance with the norms and standards prescribed under the **Right of Children to Free and Compulsory Education Act, 2009** for recognition to

(Name of school).....(Address)

With effect from the commencement of the Academic year 20.....-20.....

Note: - Before filling-up the self-declaration form, the management may refer to the **Right of Children for Free and Compulsory Education Act, 2009**, thoroughly.

A. SCHOOL DETAILS		
1.	Name of school with school I.D. NO.	
2.	Aided/ Unaided	
3.	District & Zone	
4.	Postal address	
5.	Pin Code	
6.	Phone No. with STD Code	
7.	Fax No.	
8.	E-mail address, if any	
B. GENERAL INFORMATION		
1.	Date of First Opening of School. (DD/MM/YYYY)	

2	Name of Trust/Society running the School.	
3	Whether Proof of non-proprietary character of the Trust/Society is attached?	Yes/No (Please Tick)
4	Whether list of members of Managing Committee with their addresses qualification & occupation is attached ?	Yes/No (Please Tick)
5	Whether SOM approved ?	Yes/No (Please Tick)
6	Details of Manager of the school :-	
	(a) Name :-	
	(b) Address :-	
	(c) Academic Qualification (proof to be attached)	
	(d) Teaching Experience (in years, along with experience certificate countersigned by EO/DEO)	
	(e) Administrative Experience (in years)	
	(f) Phone (s)	(OFFICE)
		(RES.)
		(MOBILE)
7	Statement of Income and Expenditure (last three years) as per Balance Sheet (Audited & Certified by a Registered Chartered Accountant)	
	Year	Income
		Expenditure
		Surplus/Deficit
C. NATURE & AREA OF SCHOOL		
1	Medium of Institution	
2	Type of School (specify entry & exit classes).	
3	If Aided, the name of Govt./Agency/Deptt., from which Aid is being received and percentage of Aid	

4	Whether the school is being run by society at its own land & building or on rent/lease basis ?	Owned or Rent/Lease (Please Tick)
5	Whether the school building or other structures or the play ground are used only for the purpose of education and skill development?	Yes/No (Please Tick)
D. Land & Building details (Area in Sq. Mtrs).		
	1. Total Number of Rooms.	
	2. Number of Classrooms.	
	3. Head-Teacher/Principal Room	
	4. Staff Room.	
	5. Office Room.	
	6. Store Room.	
	7. Laboratory, if any.	
	8. Whether School has boundary wall?	Yes/No (Please Tick)
	If not, whether the school has proper fencing?	Yes/No (Please Tick)
	9. Total Area of School- Land including Building & Play Ground	
	10. Area of constructed School Building	
	11. Total covered area of the School Building (including all floors).	
	12. Area of Play Ground.	
E. Other Facilities :-		
1	Whether all facilities have barrier free access ?	Yes/No (Please Tick)
2	Library :	
	(i) Number of Books in Library	
	(ii) Number of newspapers (daily subscription)	
	(iii) Number of magazines (monthly subscription).	

3	Whether the list of Sports & Play equipments attached or not?	Yes/No (Please Tick)
4	(i) Number of Toilets for Boys.	
	(ii) Number of Toilets for Girls	
	(iii) Number of Toilets for CWSN(Person with disabilities)	
5	Whether safe and adequate drinking water facilities is available to all Children and Staff?	Yes/No (Please Tick)
6	Whether Teaching Learning Material is available	Yes/No (Please Tick)
7	Whether Kitchen is available ?	Yes/No (Please Tick)
F. Teacher and Student Ratio :		Total Number of Subject Teacher ----- Total Number of Students
	(a) Class I to V	Ratio :
	(b) Class VI to VIII	Ratio :
Note :- The Teacher do not include Lab Assistant, Coaches & Clerical Account Staff etc.		
G. Details of Teachers :-		Number
	(a) Principal/ Headmaster	
	(b) TGT (s)	
	(i) English	
	(ii) Hindi	
	(iii) Sanskrit or any other Language (as per three Language formula)	
	(iv) Natural Science	
	(v) Social Science	
	(vi) Mathematics	
	(c) Asstt. Teachers	
	(d) PET	
	(e) Work Education Teacher	
	(f) Art Education Teacher.	

H. Class wise Enrollment of Students :-				
	Class	Number of Sections	Number of Students Enrolled	Number of Students under EWS and Disadvantaged Group Quota
	Pre-Primary			
	I			
	II			
	III			
	IV			
	V			
	VI			
	VII			
	VIII			
	Total			
I. Working days/Instructional hours in an academic year				
1	(a) Class I to V		Number of working days	
			Number of Instructional hours.	
	(b) Class VI to VIII		Number of working days	
			Number of Instructional hours.	
2	Number of working hours for the teacher per week		Primary Teachers	
			TGTs/PGTs.	

1. It is to undertake that the school is open for inspection by any officer authorized by the appropriate authority.
2. Certified that the school undertakes to furnish such reports and information as may be required by the Director of Education from time to time and complies with such instructions of the appropriate authority or the D.D.E or Education Officer as may be

issued to secure the continued fulfilment of the condition of recognition or the removal of deficiencies in working of the school.

3. Certified that records of the school pertinent to the implementation of this Act shall be open to inspection by any officer authorized by the Directorate of Education or appropriate authority at any time, and the school shall furnish all such information as may be necessary to enable the Central and/or State Government/Local Body or the Administration to discharge its or his obligations to Parliament/ Legislative Assembly of the State/Panchayat/ Municipal Corporation, as the case may be.

Total No. of Enclosures:

Place :

Dated :

Signature with Stamp of the Manager

FORM 1(B)**APPLICATION FORM FOR RECOGNITION**

TO,

The Director,
Directorate of Education,
Govt. of NCT of Delhi,
Old Sectt., Delhi.

Sir,

I am forwarding herewith an application in the prescribed proforma for the grant of recognition to (name of school) _____
(address of the school) _____
(Pin code) _____ with effect from the commencement of the school year _____.

Yours faithfully,

(Chairman of Managing Committee/Manager)

Place:

Date:

PROFORMA FOR RECOGNITION

1	Name of the society/trust/association	
2	Name of the District in which school is situated	
3	Name of the Zone in which school is situated	
4	School address for correspondence	
(All fields mandatory except (*) marked fields.		
House No.	Street No.*	Sector*
Village	State Name	Pin Code
5	Whether EC issued for the school. (If yes, attach copy of EC, if minority institution attach Minority Certificate)	
6	Recognition is desired up to Middle / Secondary / Sr. Secondary (Mention Streams)	
7	Registration No. of Society/Trust	
8	(a) Name of the Manager of the school	
	(b) Contact No. of Manager	
	(c) Academic Qualification of the Manager	
	(d) Experience detail of the Manager (Enclose documentary proof) Teaching experience _____ years Administrative experience _____ years	
9	Date of issue of letter for approval of Scheme of Management by Directorate of Education	
10	Total Area of the school campus with all the supporting documents of land and building. (In sq. mt. only)	
	(i) Whether the land is owned by Society or taken on lease basis	
	(ii) Total area of school-campus including building & play ground	
	(iii) Area of constructed school building only	
	(iv) Area of Play Ground only.	
11	Accommodation provided in the school building. (in numbers/numericals)	
	(a) Number of class rooms.	
	(b) School library and Reading room	
	(c) Biology lab.	
	(d) Physics lab.	
	(e) Chemistry lab.	
	(f) Computer lab.	

	(g) Science Activity lab for Middle and Secondary classes		
	(h) Maths Activity lab		
	(i) Social Science Activity lab		
	(j) Auditorium/Hall.		
	(k) Staff room.		
	(l) Rooms for Head of school		
	(m) Office room		
	(n) Whether all facilities have barrier free access		
	(o) Details of Toilets in school		
	Boys		
	Girls		
	P.H.		
12	Total enrollment of students		
13	Whether qualified and eligible staff is recruited by school as per recruitment rules?		
14	Whether the school is paying salary to its staff as per 6 th Pay Commission through ECS/crossed cheque?	Yes/No	
15	Whether the school has raised secured/unsecured loan?	Yes/No	
16	Details of income and expenditure accounts of the school for the last three years.	Income	Expenditure
	First year		
	Second year		
	Third year		
17	Whether the school is transferring any fund to the society or its sister concern?	Yes/No	
18	Whether the school is claiming depreciation? (a) If yes, details of Depreciation Reserve Bank Account	Yes/No	
19	Other facilities		
	Norms	Particulars to be submitted by the school	
	(a) Number of desks, fans and tube lights provided in each classroom	Desks	Fans
			Tube Lights
	(b) Library	No. of books	No. of Magazines
			No. of News-papers
	(c) Whether Teaching Learning material is available?	Yes/No	
	(d) Whether kitchen available?	Yes/No	

20	Student Teacher Ratio : (Total number of students/Total Number of subject Teacher)		Ratio
	Class I to V		
	Class VI to VII		
	(Note : The teachers do not include lab assistant, coaches and clerical/accounts staff etc.)		
21	Number of Teachers in various categories:		
	a) Headmaster/Headmistress		
	b) PGTs		
	c) TGTs		
	i) English		
	ii) Hindi		
	iii) Natural Science		
	iv) Social Science		
	v) Maths		
	d) Asstt. Teachers		
e) Physical Education Teacher			
f) Work Education Teacher			
g) Art Education Teacher			
h) Librarian			
22	Working Days/instructional hours in an academic year:		
	A) a) Class I to V	Number of working days	
		Number of Instructional hours	
	b) Class VI to VIII	Number of working days	
		Number of Instructional hours	
B) Number of working hours for the teacher per week			
23	Whether the school is situated in Non-conforming Area. If yes, certificate from concerned SDM as per clause (q) of Annexure I.		Yes/No

Place:

Date:

(Signature of Chairman of Managing Committee/Manager)

ANNEXURE I**ENCLOSURES TO BE ATTACHED ALONG WITH APPLICATION (ALL MANDATORY)**

- (a) List of the members of managing committee of the school with their qualifications, occupations and addresses along with the documentary proof.
- (b) Copy of Registration Certificate issued by Registrar of Society.
- (c) Copy of duly approved/recorded scheme of management.
- (d) Copy of Health Certificate from Local Competent Authority, issued not before six months from the date of application.
- (e) Copy of certificate from Delhi Jal Board/MCD for safe drinking water not issued before six months from the date of application.
- (f) Undertaking by the school for provision of safe and adequate drinking water facilities to all students.
- (g) Copy of Structural Stability Certificate/Building Safety Certificate/Building Completion Certificate/Occupancy Certificate from Local Competent Authority (MCD/NDMC/DDA etc.) issued not before one year from the date of application.
- (h) Copy of NOC regarding Fire Safety Norms from Fire Department/Local Competent Authority.
- (i) Approved/Sanctioned building plan from Competent Authority or building plan prepared by registered Architect showing the dimensions of each room.
- (j) Class-wise enrollment of the students along with number of students under freeship seats (EWS/Disadvantaged Group).
- (k) Details of the teachers recruited in the prescribed form as per ANNEXURE II.
- (l) Copy of Pay Bills and Bank Account Statement showing the clearance of salary cheques of staff and teachers.
- (m) The details of the loan (Secured/Unsecured) taken by the school on separate sheet (year wise) along with loan documents issued by concerned bank/financial institution.
- (n) Audited Balance Sheets of last three years.
- (o) Details of the fund transferred to the society or to any sister concern by the school.
- (p) List of sports and play equipments.
- (q) Copy of Certificate from SDM concerned to the effect that the land of school does not belong to original Gram Sabha/DDA/Protected Ridge Land/Forest Land.
- (r) Copy of letter from DDA confirming the school has applied for regularization of land under Zonal Development Plan and it is being considered.
- (s) Copy of experience certificate countersigned by concerned education officer in case teacher seeks age relaxation as per norms and rules.

Note: All the above mentioned copies of enclosures must be attested by the Gazetted Officer and Manager of the school.

ANNEXURE-II

LIST OF STAFF MEMBERS (TEACHING AS WELL AS NON TEACHING)
 _____ (NAME OF SCHOOL) BEING RUN
 BY _____ (NAME
 OF THE SOCIETY/TRUST) AS ON _____ (DATE)

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
S. No.	Name	Father's/Husband's Name	Designation	Pay scale with grade-pay	Qualification and %age of marks at graduation level and post-graduation level	Mode of Recruitment	Date of Birth	Date of Appointment	Age on Date of Appointment (dd-mm-yy)	Whether Temporary/ On probation/Confirmed	If confirmed, mention date of confirmation	Subject Specialization	Residential Address	Remarks : Whether age-relaxation on the basis of teaching experience required or not? If yes, give details and attach

Signature of Chairman/Manager