

GOVT. OF NATIONAL CAPITAL TERRITORY OF DELHI  
D I R E C T O R A T E   O F   E D U C A T I O N  
(ACT - I BRANCH)  
OLD SECTT: DELHI-54

NO.DE.15(258)/Act-I/2015/

4560 - 4568

Dated:- 09/11/2015

CIRCULAR

**Sub: Dispensing with the requirement of submitting affidavits and documents attested by a gazetted officer in connection with grant of Essentiality Certificate to the Societies /Trusts, Recognition and up-gradation of Private Unaided Schools.**

Directorate of Education, Govt of NCT of Delhi, while processing the cases for grant of Essentiality certificate, approval for Scheme of Management, Grant of Recognition/Up-gradation to Private Unaided Schools, ask for certain affidavits and documents duly attested by a Gazetted officer in accordance with existing circulars and guidelines of the department.

Chief Secretary, Delhi has decided in the meeting held for review of status of implementation of recommendations of 2<sup>nd</sup> Administrative Reform Commission on 02-05-2014 that all departments should stop the practice of seeking affidavits/attested documents except where legal provisions called for such affidavits/attested documents.

The matter was examined in the department and observed that the following attested documents/affidavits are sought from the Societies/Trusts/Private Unaided schools of Delhi to process their cases for grant of Essentiality Certificate, approval of Scheme of Management and Recognition/Up-gradation of the school.

S.No.	Service provided	List of Affidavits	Documents attested by the gazetted officer
1	Grant of Essentiality Certificate for establishing a school to the Societies/Trusts.	<p>i) Affidavit regarding relationship of the Members of the Society/Trust in r/o of the fact whether the Members of the Society/Trust are related to each other or not.</p> <p>ii) Affidavit that the Society/Trust will run the school under the provisions of the Delhi School Act, 1973 and the Rules framed there under</p>	<p>i) Copy of Memorandum of Association and Rules &amp; regulations of the Society/Trust</p> <p>ii) Copy of Registration Certificate of the Society/Trust.</p>
2.	Grant of approval for Scheme of management to societies/Trust.	<p>(i) Affidavit in r/o no blood relationship among the GB Members of the Society.</p> <p>(ii) Affidavit that members of GB are not in Govt. Service.</p>	<p>i) Copy of Certificate of Registration.MOA and RRs of the Society/Trust.(reference circular dated 24.11.2004.)</p> <p>ii) Copies of educational Qualification/Experience certificates of GB members.</p>
			iii) Copies of academic qualification certificate of the Manager of the School.
3.	Grant of Recognition/ Up-Gradation to Private Unaided Schools.	i) Affidavit that the school will abide by order dated 04.05.1997 and 15.12.1999.	Nil

*A. J. Singh*

	ii)Affidavit that the school will abide by the provisions of the DSEAR-1973, RTE Act, 2009 and directions/ instructions issued by the department from time to time.	Nil
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On perusal of the existing Act and Rules to regulate Private Unaided recognized Schools, it is found that such requirements to seek attested documents/affidavits are not flow from the Delhi School Education Act & Rules, 1973, therefore, in the light of the decision taken by the Chief Secretary, Delhi as referred above and no legal requirement of such attested documents/affidavits, it has been decided to replace affidavits with undertakings and attestation by gazetted officer with self attestation for processing the cases of grant of Essentiality Certificates to the Societies/Trusts, Approval of Scheme of Management and Recognition/Up-gradation of Private Unaided Schools.

This issues with the approval of Competent Authority.

*P.Lata Tara*

(P.LATA TARA)  
DY. DIRECTOR OF EDUCATION (ACT-I)

NO.DE.15(258)/Act-I/2015/ 4560 - 4568

Dated:- 09.11.2015

Copy to the:-

1. OSD to Dy. Chief Minister/Minister of Education, GNCT of Delhi, Delhi Secretariat, New Delhi-110002.
2. P.S. to Pr. Secretary (Education), Dte. of Education, GNCT of Delhi.
3. P.S. to Director (Education), Dte. of Education, GNCT of Delhi.
4. P.A. to Addl. DE (Act-I), Dte. of Education, GNCT of Delhi.
5. All DDEs/EOs/DEOs, Dte. of Education, GNCT of Delhi.
6. OS(IT), CAL Lab, Dte. of Education, Timarpur, Delhi with the request to make necessary changes in on line application format of granting Essentiality Certificate, Recognition and up-gradation to Private Unaided Schools.
7. OS(IT) with the request to upload the said circular on departmental website.
8. Guard file.

*P.Lata Tara*

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DY. DIRECTOR OF EDUCATION ( ACT-I)