

GOVT. OF NATIONAL CAPITAL TERRITORY OF DELHI  
DIRECTORATE OF EDUCATION: PHY. EDN. BRANCH  
CHHATRASAL STADIUM: MODEL TOWN: DELHI – 110009

No. DE.42/PE/2016/ 6796-6806 Dated: 16/8/16

To

The Principal/Vice Principal,  
Govt. Girls Sr. Sec. School No.2,  
Directorate of Education,  
Govt. of NCT of Delhi,  
Shakti Nagar,  
Delhi.

Sub: Reg. allotment of schools for imparting training in fine art, creative writing, dance, music, theatre, art & craft and photography to students.

Sir/Madam,

Reference is invited towards this office circular no. 4059-4158 dated 24.06.2016 on the subject cited above, it is informed that your school has been allotted the following organizations / individual trainers to impart training to the students of your school in the field mentioned against each as per detail given below w.e.f. 22.08.2016 on the terms and conditions mentioned below the details of organizations / individual trainers:

S. No.	Name of the organization / individual trainer	Address	Contact No.	Field
1.	Maffick	3010 GF, Rani Bagh, Pitam Pura, Opp. Prestige Mall, near M2K, Delhi	9810176175	Dance

TERMS & CONDITIONS

1. The permission is being granted up to 28<sup>th</sup> February 2017, initially.
2. The Head of the School will have liberty to identify any activity or activities and accordingly identify interested students in this field. The number of days of training as well as time duration will be agreed upon mutually by the professional with the Head of the school but it will be restricted to two classes per week of at least two hours duration.
3. One room or hall will be provided in the school premises for usage. No charges will be levied on the organisation / individual trainer on account of usage of the school premises.
4. Each organisation / individual trainer will submit its performance report on Quarterly basis. The organisation / individual trainer will make stage

presentations (wherever applicable) or photo exhibition of these students, at an appropriate time. For making stage presentations or photo exhibition, the budget will be provided separately to the tune of approx. Rs. 20,000/- to 25,000/-. The performance of each organisation / individual trainer will be reviewed from time to time and, if necessary, the arrangement will be renewed for another period but not beyond one year.

5. For music and dance activities, the CD player or Tape recorder, CDs, Audio Tapes etc. Will be procured / hired by the Head of the School. For Photography activity, the trainer will bring his / her camera for imparting training.
6. In case, non-satisfactory performance is reported at any stage, the permission may be withdrawn.
7. Each organisation / individual trainer will ensure safety and security of the students at its own level.
8. No subletting, sub-leasing or outsourcing of responsibilities shall be allowed under any circumstances. The organisation / individual trainer shall have to declare its qualified trainer as well as assistant trainer for a particular school to the concerned Head of the School well in advance, before imparting training.
9. Strict discipline will be maintained at the time of training by the organisation / individual trainer.
10. The organisation / individual trainer will be allowed to impart training in these activities only on "As is Where is" basis.
11. The electricity & water charges, if any, will be borne by the respective school.
12. The training will be imparted, preferably, during school hours or during the time mutually agreed upon before and after school hours as well as on holidays.
13. Overall sanitation will continue to be maintained by the respective school.
14. In case of any dispute or interpretation of the scheme, the decision of the Directorate of Education will be final and binding upon the organization / individual trainer.
15. Each organization / individual trainer will have to provide training to minimum 50 numbers of students, per activity of that school.

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16. Each organization / individual trainer will be paid Rs.2,000/- per class (at least for 2 hours) per school (at least twice a week) for rendering this service. This payment will be for the main trainer. However, if there is a need for assistant trainer, then he/she will be paid Rs.1,500/- per class.
17. In case of organizations, the payment will be made to the organization. They will further transfer the payment to their employees, through ECS / RTGS compulsorily, and submit proof of the same to the Head of the school on monthly basis.
18. This Directorate reserves the right to change / alter / withdraw any of these / all of these terms and conditions.

The payment to the trainers will be made from the plan scheme "Vocational Education in Schools" for the year 2016-17.

Yours faithfully,



(HARJEET KAUR)  
DY. DIRECTOR OF EDN. (PE/NI)

Copy for information to:

1. Special Director of Education (Vocational), Dte. of Education, Lucknow Road, Delhi
2. Joint Director of Education (Planning), Dte. of Education, Timarpur, Delhi.
3. Regional Director of Education (East), Directorate of Education
4. Deputy Director of Education (East), Directorate of Education
5. Deputy Director of Education (Vocational), Directorate of Education with the request to kindly provide the funds to the school from the plan scheme "Vocational Education in Schools" for the year 2016-17.
6. PAO concerned through the Head of the school.
7. Maffick
8. PS to Secy (Edn.)
9. PS to DE
10. OS (IT) with the request to upload the same on website.