

**GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI  
DIRECTORATE OF EDUCATION (CARE TAKING BRANCH)  
OLD SECRETARIAT, DELHI-110054 PH. 23890254**

No.F.1(558)/CTB/Misc/ 786

Dated: 04/10/2017

**CIRCULAR**

It is brought to the notice of all the DDEs (District) / HOSs of Govt. schools/Aided schools run under Directorate of Education, Delhi, NDMC, North MCD, East MCD, South MCD, Delhi Cantonment Board and Management of all Private Schools, that no outsider/unidentified person will be allowed in the school premises for stay purpose during day/night time.

A proper check as per following safety measures are undertaken and ensure that :-

1. Police Verification of all Outsourced staff i.e. Security Guards, Sanitation Worker, Data Entry Operator, IT assistant, Contractual Staff etc. working in their schools/office have been made by employer concerned.
2. A cross-check is carried out by the School Authorities that no illegal occupancy is taking place in their schools/office premises.
3. Proper checking of all almirahs, shelves in classrooms as well as in locked rooms in the school has been done and no dangerous items are stored / found in any almirahs / shelves in the school premises.

This issues with the prior approval of the competent authority.

  
(BINAY BHUSHAN)

SPL. DIRECTOR OF EDUCATION (CTB)

Dated: 04/10/2017

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Copy for information & necessary action to:-

1. PS to Secretary (Education)
2. PS to Director (Education)
3. PA to Spl.DE (CTB).
4. PS to Commissioner (MCD) North, East, South, NDMC & Delhi Contentment Board.
5. Manager/HOS concerned (Private Schools).
6. All DDEs of all Districts and Zones.
7. All Head of Schools.
8. All Field Officers and Stadia in-charge
9. OS (IT) to upload the same on the website of Dte. of Education.
10. Guard file.

  
(RAVINDER KUMAR)  
O.S.D. (CTB)