

**GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
DIRECTORATE OF EDUCATION (PRIVATE SCHOOL BRANCH)
OLD SECRETARIAT, DELHI-110054**

F. No.DE.15 (882)/PSB/2022 / 9391-9396

Dated: 17/11/22

CIRCULAR

The Hon'ble Delhi Minorities Commission, Govt. of NCT of Delhi in the matter of Sh. Manmohan Singh Narula Vs. Director of Education vide Order No.F.2(162)/Comp/DMC/2022/3580-3583 dated 12.10.2022 has directed the DoE as under:

“Director of Education is directed to formulate some sort of mechanism so that proper checks are kept and managers are appointed strictly in accordance with Circular dated 24.11.2004...”

The DoE vide Circular dated 24.11.2004 issued following guideline regarding qualification of appointment of manager in private recognised schools:

“A manager is required to have at least 10 years total experience in teaching and educational administration. Out of 10 years, at least 03 years shall be as in-charge of MCD/NDMC/Recognized/Middle/Sec/Sr.Sec.School. This certificate must be duly counter signed by EO/DEO of the concerned zone.”

It has come to the notice of the DoE that several private recognized aided and unaided schools (inclusive of minority schools) are not following the abovestated guidelines issued by the DoE vide Circular no. DDE/Act/15/2004/9012-9062 dated 24.11.2004 qua qualification of Manager in the school.

Such appointment of unqualified manager by the school is in contravention of conditions of recognition as stipulated under Rule 50 of Delhi School Education Rules, 1973.

Therefore, in view of the above, I, Himanshu Gupta, Director of Education, in exercise of powers conferred on me under Section 3 read with Rule 43 and Rule 50 of Delhi School Education Act & Rules, 1973, hereby direct all recognized private aided and unaided schools (inclusive of minority schools) with immediate effect as under:

- A) The Managing Committee of private recognized schools must ensure that the appointment of manger in school is strictly made in accordance with the guidelines issued by the DoE vide Circular dated 24.11.2004.
- B) As and when there is change of manager in school, the managing committee of the school must intimate the Dy. Director of Education of Zone concerned regarding



the new manager alongwith copies of experience certificate and educational qualification of the person appointed as Manager as per Circular dated 24/11/2004.

- C) In no case, the Managing Committees of private recognized schools should appoint as Manager any person who is not fully qualified to hold the post of Manager in terms of DoE's circular dated 24.11.2004.

Failure to comply with these directions shall be deemed to be non-compliance with the conditions of recognition and the school shall be liable for appropriate action under the provisions of DSEA&R, 1973.



(HIMANSHU GUPTA)
DIRECTOR (EDUCATION)

To,

**The Managing Committees of
All Aided & Unaided Private Recognized Schools, Delhi**

F. No.DE.15 (882)/PSB/2022 / 9391-9396

Dated: 17/11/22

Copy to:

1. P.S. to Secretary (Education), Old Sectt., GNCT of Delhi.
2. All Regional Director (Education), GNCT of Delhi.
3. Dy. Director of Education (ASB Branch).
4. All Dy. Director of Education (District), GNCT of Delhi to ensure compliance of the abovesaid directions.
5. All Dy. Director of Education (Zone), GNCT of Delhi to ensure compliance of the abovesaid directions and to serve the copy of this Order to School(s) under their jurisdiction.
6. OS (IT) with request to upload the Order on website of DoE in Public Circular/Order.
7. Guard File.



(YOGESH PAL SINGH)
DEPUTY DIRECTOR OF EDUCATION (PSB)