

**GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
DIRECTORATE OF EDUCATION: ACT-I BRANCH
(ROOM NO. 227)**

OLD SECRETARIAT: DELHI-110054

No. F. DE.15/206/Act-1/2013/7886-7900

Dated: 22.03.13

CIRCULAR

1. Section 18 and Section 19 of the Right of Children to Free and Compulsory Education Act 2009 provide that no school be established or function, without obtaining a certificate of recognition and conforming to norms and standards specified in the schedule to the Act, within three years of the commencement of the Act.

2. Considering the fact there are number of unrecognized schools still functioning without obtaining the certificate of recognition, with a view to save the interest of the thousand of children studying in these schools, procedure for recognition in respect of unrecognized schools running upto Primary / Elementary level and existing and functioning on the date of commencement of the RTE Act, i.e. 01.04.2010 has been simplified.

3. Further, all such unrecognized schools, situated in unauthorized /undeveloped/regularized colonies, running classes up to the elementary level and possessing the following land area can apply for recognition:-

Sl. No.	Schools level	Minimum land area to be possessed by the School	minimum Facility to be provided
01	Up to primary level (i.e. class V)	200 Sq. Yards	(5 class rooms + other prescribed facilities)
02	Up to middle/elementary level (i.e. class VIII)	700 Sq. Mtrs.	(8 class rooms + other prescribed facilities)

OK

4. The schools situated in planned/developed colonies shall have to conform to land area norms as presently in force.

5. It has been further provided that the unrecognized schools shall also conform to the following conditions regarding room size & play ground:-

- (i) The classroom size of a primary school seeking recognition shall be minimum 30 sq. mtrs and in the case of middle school shall be 40 sq. mtrs.
- (ii) In case the class room size is less than 30 sq mtrs. or 40 sq. mtrs as the case may be, the number of student in the class shall be restricted in such a way as to provide for 10 Sq. feet area for each student after leaving 60 Sq feet for teaching area.
- (iii) The schools which do not have the play ground shall make arrangements in the nearby municipal park and the onus of showing tie up with a play ground facility as well as arrangements for safe transport of the children to and fro from this park/ground shall lie with the school.

6. All such schools desirous of seeking recognition under Right of Children to Free and compulsory Education Act, 2009 are required to follow the procedure as laid down below:-

- (i) School shall submit an on line application in form 1 (C) on the official website of the Directorate of Education www.edudel.nic.in. three hard copies of the online application along with a demand draft in the name of Director of Education as processing fee of Rs.500/- (Non - refundable) shall be submitted in the Office of the concerned Deputy Director of Education, Directorate of Education, GNCT of Delhi, along with the supporting documents, within 07 days of online submission of application.
- (ii) The schools which fill in the online application and submit the hard copy of it alongwith the supporting documents shall be granted Certificate of Recognition by the Director of Education, GNCT of Delhi in Form IIA which shall be valid for one year or the order to the contrary is passed by the appropriate authority, whichever is earlier.
- (iii) All such hard copies of the applications alongwith the connected documents shall be forwarded to the concerned Appropriate Authority to conduct inspection of the school within two months

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- (iii) All such hard copies of the applications alongwith the connected documents shall be forwarded to the concerned Appropriate Authority to conduct inspection of the school within two months from the date of application, to confirm the claim of the school regarding conforming to the norms laid down in Schedule to Right to Education Act, 2009.
- (iv) Therefore all the records of the school shall be kept ready and be made available to the inspection team.
- (v) The grant of certificate in Form IIA shall not validate any illegality under any provisions of law related to land matters and in case of any such illegality certificate shall be void *ab-initio*.
- (vi) Such school which are granted certificate in Form IIA will have to fulfill the conditions laid down in the certificate of recognition (provisional) and orders/instructions issued under the Delhi School Education Act, 1973 and rules made there under except for condition of grant of Essentiality Certificate, with in a period of one year.
- (vii) The schools which are found conforming to the norms and standards laid down in schedule to Right to Education Act 2009 shall be granted certificate of recognition in Form II by the appropriate authority.
- (viii) The Appropriate Authority for grant of Recognition in Form II shall be the same as defined in Delhi School Education Act & Rules 1973.

- (ix) In view of the judgement of the Hon'ble Delhi High Court in the matters of WP(c) 8533/2010 titled "Social Jurist Vs. GNCT of Delhi & Ors. And WP(c) 263/2011 titled "DCPCR Vs. UOI & Ors., Schools running classes only upto the pre primary levels are not covered under the Right to Education Act, 2009, and as such these schools can continue to function till further orders or instructions issued in this regard.
- (x) Relevant amendments in Delhi Right of children to free and compulsory education Rules are being notified separately.

This issues with approval of Competent Authority.


22.03.13
Dr. Madhu Rani Teotia, IAS
Additional Director of Education (Act-I)

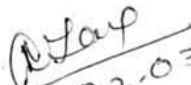
To

All un-recognized schools in Delhi.

Copy to:- DE.15/206/Act-1/2013/7886-7900

Dated 22.03.13

1. Pr. Secretary to Hon'ble Lt. Governor, Delhi.
2. Pr. Secretary to Hon'ble Chief Minister, Delhi.
3. Secretary to Hon'ble Minister of Education, Govt. of NCT of Delhi.
4. OSD to Chief Secretary, Govt. of NCT of Delhi.
5. Secretary Education, Govt. of NCT of Delhi.
6. Director, Education, Govt. of NCT of Delhi.
7. Director (Education), Municipal Corporations of Delhi (East/North/South).
8. Director (Education), New Delhi Municipal Council.
9. Chief Executive Officer, Delhi Cantonment Board.
10. Director, Directorate of Information and Publicity, Govt. of NCT of Delhi.
11. All Addl. Directors/RDs/JDs/DDEs/ADEs of Directorate of Education, Govt. of NCT of Delhi.
12. All Branch In charges, Directorate of Education, Govt. of NCT of Delhi.
13. OS (IT) with the request to place it on the website of the Department.
14. Guard file.


22.03.13
P Lata Tara
Assistant Director of Education (Act-I)

Form 1C

Application form for seeking provisional recognition upto primary/ elementary level under Right to Free and Compulsory Education Act, 2009

1. Name of the School :
2. Type of the institution to whom school belongs : Society/Trust
 - (a) Name of the Society/ Trust to which School belongs :
 - (b) Registration no. of Society/ Trust
 - (c) Name of Manager :
 - (d) Contact No. of Manager
3. Name of the District in which school is situated :
4. Name of the Zone in which school is situated :
5. Complete school address for correspondence with pin code :
6. a. Name of Head of School
b. Contact no. of Head of School
7. Date of Establishment of a school :
8. Recognition is desired upto Primary/ Elementary Level : Primary/ Elementary
9. Total Area (sq. mt./ sq. yds) of the School Campus with all the Supporting documents of land and building :
10. Whether the land is Owned by Society/ Trust or taken on lease basis : Owned/ Lease
11. Has the School obtained building fitness certificate : Yes/ No
From local competent authority, if yes attach a copy of the certificate :
12. No objection certificate taken from Delhi Fire Service : Yes/ No
13. Fire Safety arrangements are made in school : Yes/ No
14. Whether the school has a scheme of management : Yes/ No
15. Total enrolment of school as on 31.01.2013 :
16. Class wise enrolment K.G. (if applicable)
 - Ist :
 - IInd :
 - IIIrd :
 - IVth :

Vth :
 VIth :
 VIIth :
 VIIIth :

17. School Infrastructure

- (i) Has the School barrier free access : Yes/No
- (ii) a. Total number of class rooms available :
 b. Number of classrooms having minimum area 30 sq mtr. :
 c. Number of class rooms having minimum area 40 sq mtr. :
- (iii) Availability of Head Teacher/ Office rooms :
- (iv) Total Number of toilets
 a. No. of toilets for boys :
 b. No. of toilets for girls :
- (v) Source of Safe and adequate drinking water
 Facilities available in School :DJB/ Borewell
- (vi) Availability of playground : Yes/ No
 If yes, area of play ground (sq. mtr.) :
- (vii) Availability of boundary wall or fencing : Yes/ No
- (viii) Availability of library : Yes/ No
- (ix) No. of books in library :
- (x) Availability of playground and sports material :

18. Status of Teachers posted

- (i) Total Numbers :
- (ii) No. of Teachers teaching class I to V :
- (iii) Pupil Teacher Ratio(PTR) in classes I to V :
- (iv) Number of teachers teaching classes VI to VIII :
- (v) Pupil Teacher Ratio(PTR) in classes VI to VIII :
- (vi) Number of teachers out of those stated in (iv) who are teaching :
 a. Science and Math :
 b. S. Studies :
 c. Languages :
- (vii) Whether head teacher is appointed in school : Yes/ No
- (viii) Whether full/ part time instructors are available for
 teaching following subjects :

- a. Art Education if yes give details : Yes/ No
if yes give details :
- b. Health and Physical Education if yes give details : Yes/ No
if yes give details :
- c. Work Education if yes give details : Yes/ No
if yes give details :
- (ix) Whether qualified and eligible staff is recruited : Yes/ No
by school as per section 23(1) of the RTE Act
(staff statement indicating DOB, DOA and
Qualification be submitted)
- (x) Whether the school is paying salary to its staff as per : Yes/ No
6th Central Pay Commission
19. Working days/ Instructional hours in an academic year :
- a. No. of Working days :
- b. No. of instructional hours per week :
- c. Number of working hours for the teacher per week :

This is to certify that information submitted above is correct and school conforms to Norms and Standards and Conditions mentioned in sub-rule 1 of Rule 14 of Delhi School Education Rules, 2011.

Head of School
Name date and Contact Number

21/c

FORM IIA

Phone:

OFFICE OF DISTRICT EDUCATION OFFICER
(Name of District/Union Territory)

No.

Dated:

To

The Head of School/Manager,
-----School

Subject: Grant of Recognition upto Primary/Elementary level under Right of Children to Free and Compulsory Education Act, 2009.

Sir/Madam,

With reference to your application and affidavit dated , I convey the grant of provisional recognition under sub-rule(5) of Rule 14 of Delhi Right to Free and Compulsory Education Rules 20111 to the (name of the school with address) for Class to Class for a period of one year w.e.f. to

The above provisional recognition is subject to fulfillment of following conditions:

1. The grant of provisional recognition does not in any way imply any obligation for recognition beyond class V/VIII.
2. The School shall abide by the provisions of Right of Children to Free and Compulsory Education Act, 2009 and the Delhi Right of Children to Free and Compulsory Education Rules, 2011.
3. The School shall admit in class I (or in entry class, as the case may be), to the extent of 25% of the strength of that class, children belonging to weaker section and disadvantaged group in the neighbourhood and provide free and compulsory elementary education till its completion.
4. For the children referred to in paragraph 3, the School shall be reimbursed in accordance with the provisions of sub-section (2) of section 12 of the Act. To receive such reimbursements school shall maintain a separate bank account.
5. The Society/School shall not collect any capitation fee and subject the child or his or her parent or guardian to any screening procedure.

6. The School shall not deny admission to any child for lack of age of proof shall adhere to the provisions of section 15 of the Act. The school shall ensure:
 - (i) No child admitted shall be held back in any class or expelled from school till the completion of elementary education in a school.
 - (ii) No child shall be subjected to physical punishment or mental harassment.
 - (iii) No child is required to pass any board examination till the completion of elementary education.
 - (iv) Every child completing elementary education shall be awarded a certificate as laid down in under rule 22 of Delhi Right to Free and Compulsory Education Rules 2011.
 - (v) The students with disabilities/special are given inclusive education as per provision of the Act.
 - (vi) The teachers are recruited with minimum qualifications as laid under section 23(1) of the Act. Provided further that the current teachers who, at the commencement of this Act do not possess minimum qualifications shall acquire such minimum qualifications within a period of 5 years.
 - (vii) The teachers performs their duties as specified under section 24(1) of the Right to Free and compulsory Education Act 2009 and the teachers shall not engage himself / herself for private coaching.
7. The School shall follow the syllabus on the basis of curriculum laid down by academic authority/ NCERT as the case may be
8. The School shall follow the three language formula for teaching from class VI to VIII.
9. That the Management of the school shall create a reserve fund in the form of Fixed Deposit in the joint account in the name of Manager of the school and Dy. Director of Education (District concerned) equivalent to 3 months salary of staff or Rupees One Lac+Rs. 80/- per student within 3 months from the date of issue of letter.
10. The School shall submit building fitness certificate, NOC from chief Fire officer, water safety certificate from DJB and health certificate from local competent authority within six months of its date of application.
11. The School shall comply with the directions of the Hon'ble Supreme Court of India regarding the arrangement made for transporting school students.
12. Salary to the staff shall be paid through crossed Cheque/Electronic clearance system.
13. The School shall maintain the standards and norms of the school as specified in section 19 of the Right to Free and Compulsory Act 2009

and the instructions/orders issued from time to time. he facilities reported in form I (C) are as under:-

Sl. No.	Item	Information provided
1.	Total area of the school campus	
2.	Area of play ground	
3.	Number of class rooms with size	
4.	Room for Headmistress cum store room	
5.	Separate toilets for boys and girls	
6.	Drinking water facility	
7.	Barrier free access	
8.	Availability of teaching/learning material	
9.	Sports equipments and play material	
10.	Number of Books in the Library	
11.	The boundary wall/fencing	
12.	Fire Safety arrangements	

14. The school building is used only for the purposes of education and skill development of children.
15. The School is established by society/trust/individual registered under the Societies Registration Act, 1860 (21 of 1860).
16. The School is not run for profit to any individual, group or association of individuals or any other persons.
17. The school accounts are audited and certified by a Chartered Accountant and proper account statements is prepared.
18. The School furnishes such reports and information as may be required by the appropriate authority/ Government from time to time
19. Except for seeking Essentiality certificate from the concerned authority the school shall abide by the provisions of Delhi School Education Act and Rules 1973.
20. If the school is located in unauthorised /non-conforming area, it shall submit within six months of the date of application the following documents:-
 - (a) Certificate from concerned authority of DDA that it has applied for consideration with reference to zonal development plan and DDA is considering its application
 - (b) Certificate from SDM/ADM/Forest department that the applicant school is not occupying Government land, Gram Sabha land and or protected Ridge land

- 21. The school shall not deny admission to any child for lack of age proof and shall adhere to the provisions of section 15 of the RTE Act, 2009.
- 22. The school shall abide by the directions issued by the Government from time to time
- 23. The provisional recognition Code Number allotted to the school is This may please be noted and quoted for any correspondence with the appropriate authority.

Yours faithfully,