**GOVT. OF NATIONAL CAPITAL TERRITORY OF DELHI**  
**DIRECTORATE OF EDUCATION (ACT BRANCH)**  
**OLD SECTT: DELHI-54**

No.DE.15/ACT/1/-6/2011/931-937  
Dated: 17/02/11

**ORDER**

In accordance with the provisions contained in rule 165, 191, and 192 of DSEAR-73, it has been decided to conduct inspections of the following schools in academic year 2010-11, through the following officers of Education Department.

<table>
<thead>
<tr>
<th>S. No</th>
<th>Distt. / New Delhi</th>
<th>Name of the School</th>
<th>Address of the school</th>
<th>Detail of Inspection Team</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Central</td>
<td>Bal Bharti Public School</td>
<td>Ganjep Ram</td>
<td>1. Smt. Rashmi Gehlot, ADE (Exams)</td>
</tr>
<tr>
<td>2</td>
<td>Convent of Jesus &amp; Mary</td>
<td>Rajinder Nagar</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>J.D Tytler School</td>
<td>Prasad Nagar</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Faith Academy</td>
<td>Rohini</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>North West-B</td>
<td>St. Gris School</td>
<td>Rohini</td>
<td>2. Sh. Pramod Singhal, AAO (Budget Branch)</td>
</tr>
<tr>
<td>6</td>
<td>Bal Bharti School</td>
<td>Rohini</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Rukmani Devi Public School</td>
<td>Pitampura</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>Devendra Public School</td>
<td>Kirari</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>Springfield School</td>
<td>FD Block, Pitampura</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Note: DDE/ADE/EO will finalize the Date of Inspection as per convenience of the team as well as concerned school. He/She shall ensure the prior intimation to be given to the concerned school management with a copy to the Act Branch. All the school must be inspected and their report may be submitted to Act Branch by 15th April, 2011.

The officers deputed for the inspections in addition to the points mentioned in Form V of DSEAR-73 shall also report on the following aspects of the working of the schools inspected by them.

1. **ADMINISTRATIVE**
   1. Whether its MC is duly elected? List of latest MC and the minutes of last election held along with qualification of Manager be procured. Whether the school managing committee meetings are held regularly by adopting the proper procedure?
   2. Whether the school is appointing overaged staff/teachers, ad-hoc teachers/staff, contract teachers/staff with salaries not consistent with the provisions of DSEAR, 1973 and whether maintaining separate attendance register of teachers appointed on regular basis and on contract/ad-hoc basis? (Staff statement along with their Name, Qualification, Date of Birth, Designation, Date of appointment & period of service be also furnished along with inspection report).
   3. Whether appointment of Principal has been done as per rules? Obtain the copy of the SSC/DFC minutes and the certificates of the Principal.

2. **OFFICE PROCEDURE**
   4. Whether the school has recruited staff as per the schedule of RTE, 2009?
   5. Whether the service books and personal files of teachers and staff are being maintained as per rule?
   6. Whether the school has maintained it records in proper order as per the office procedure?
   7. Whether the school is following promotion rules of the Department?
   8. Whether the services of any teacher has been terminated/suspended without observing the proper procedure as per provision of DSEAR, 1973?
(3) MANAGEMENT OF SCHOOL

9. Whether the managing committee of the school has managed its affairs as per provision of rule 181, 182 & 185 of DSEAR, 1973?

10. Whether the management of the school has parted with the possession of part of the building for commercial purpose?

11. Whether any commercial activity or any other institution is being run within the school complex?

12. Whether there is any complaint against the management / functioning of the school? If yes, the same may be looked into.

13. Any Complaint, from parents & staffs against the school or of harassment of lady teachers etc., received in the district, the same also be looked into and report be given.

(4) ACADEMICS

14. Whether students have been admitted and classes are being carried out without getting the statutory recognition/permission?

15. The details of number of court cases/cases pending against the school management in various courts/authorities/commission be examined and documentary evidence be provided along with their latest status.

16. Whether election of PTA has been held as per order dated 12.04.2010?

(5) FACILITIES IN SCHOOL

17. Whether the school has requisite infrastructural facilities as per provisions of section 4 read with rule 50 & 51 of DSEAR, 1973 and section 19 of RTE Act, 2009?

18. Whether the school has received certificates from the local authorities in r/o building completion.

19. Whether the school has Fire Safety Certificate from competent authority?

20. Latest Health Certificate from the competent authority may also be procured.

21. Whether the school/class rooms are spacious enough for housing the school students?

22. Whether playground is spacious enough for students and whether it is in good condition?

23. Whether school toilets and environment is hygienic or not? Whether there are separate toilets for students (boys and girls) and staff?

24. Whether the school is having proper facilities for potable drinking water?

(6) FINANCIAL

25. Whether the school has transferred any fund to any Society or Trust, and if so, the details along with the name of Society/Trust, amount, date etc.?

26. Whether school is maintaining all vouchers of each item of expenditure? All vouchers of major expenditure may be physically checked to find whether expenditure items were justified and genuineness of vouchers be looked into.

27. Whether school has given any loans/advances to society/any other institution?

28. Whether the school has raised/charged fee and other dues from students which are not consistent with the department instructions and the provisions contained in the DSEAR, 1973? (Refer order dated 10.04.2010).

29. Whether the school management has maintained its accounts as per provision of Rules 173 & 175 of DSEAR, 1973?

30. Whether the school is regularly filing the statement of the fees to be levied by such school during the ensuing academic session as per the provision of section
17 of DSEAR, 1973 since the date of its recognition? (Copy of acknowledgement of the same for the last three years be also furnished along with the inspection report).

31. Whether the school is regularly filing the annual return under section 180(1) of DSEAR, 1973 since the date of its recognition? (Financial returns for the last three years be also furnished along with the inspection report).

32. Whether the school management is paying salary to the teachers and staff as per the recommendations of 6th Pay Commission or whether it is violating provision of section 10(1) of DSEAR, 1973?

33. Whether money collected by the school is utilized for the development activities and/or for augmenting the existing facilities, providing safety measures etc. of the school?

34. Whether the managing committee of the school is financially viable to manage affairs of the school?

35. Whether donations in any form are demanded by the school management at the time of admissions to the school or when results are declared by the school?

36. Whether the provision of 25% free ship to EWS students as per RTE Act, 2009 is being observed by the School Management. Details thereof.

(7) Miscellaneous

37. Whether there has been regular auditing of the school account and if yes, copies of the same for the last three years be obtained.

38. Whether there is an extension counter of any bank operational in the school and whether that is meant only for the payment of fees by the students and salary to the teachers. And whether the school has taken permission from the DOE to run such a counter or not?

42. Any other point which the inspection team deems appropriate in the interest of the students / education.

General Instructions:

1. The schools to be inspected will be given advance intimation by the Team incharge / Head of the Inspection team of the inspection team.

2. The team incharge will co-ordinate with/inform all the members of his/her team.

3. The team incharge will ensure that a copy of the inspection report is sent to the school concerned within 15 days from the date of inspection positively under rule 19(6) of DSEAR-73.

4. A copy of consolidated report along with all documents shall also be sent to the DE through Act branch within 10 days of the inspection. Concerned DDE/Head of the Inspection team shall ensure that the reports of individual members of the inspection team is consolidated and is complete in all respect, before submitting the same.

5. The concerned DDE/OE will be the Head of the Inspection Team. He/She is empowered to replace any of the deputed officer, if the concerned officer is not available on the given date due to some unavoidable circumstances. In case of unavailability of Account functionary the concerned DDE/OE will directly request the DCA, Dte. of Education, Old Sectt., Delhi for an alternate arrangement.

These issues with the prior approval of the Competent Authority.

(MARCEL EKKA)

ASST. DIRECTOR OF EDUCATION (ACT)
Copy to:

1. The Manager of concerned school with the directions to make available all relevant records to the inspection team.

2. The Inspection Team with the direction to submit the inspection report in form ‘V’ duty signed by all the members of the team within 5 days of the Inspection for the perusal of the Director of Education and simultaneously send a copy of the report to the school concerned within 15 days from the date of inspection.

3. PS to DE for information

4. DCA, Dte. of Education, Old Sectt., Delhi with request to ensure that the accounts functionaries are made available for the inspection duty. If an individual officer is on leave, alternate arrangement may be made by DCA.

5. Members of the inspecting teams through their respective RDEs/DDEs/ADEs, with direction to strictly comply with these directions failing which departmental proceedings for dereliction of duty will be initiated.

6. Guard file

7. OS (IT) with the direction to put the order on the website of the department.

8. DDE/Supdt (CT) Branch with the directions to provide vehicles to the inspection team as and when required.

(MARCEL EKKA)

ASSTT. DIRECTOR OF EDUCATION (ACT)