GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
DIRECTORATE OF EDUCATION
OLD SECRETARIAT, DELHI-110 054

No. F.DE.15/206/Act-I/2013/8055-60

Dated :- 03/04/13

CIRCULAR

All the Deputy Director of Education are hereby directed to adhere to the following instructions/guidelines while processing the cases for grant of Certificate of Recognition (provisional) to the unrecognized schools running classes up to elementary level, in pursuance of the Directorate of Education, GNCT of Delhi Circular dated 22.03.2013 and Notification dated 25.03.2013, issued in this regard.

1. The simplified new process of grant of recognition in Form 1(c) is only applicable /available to unrecognized schools which are in existence on or before 01.04.2010 therefore the DDEs must verify that the school should be in existence on or before 01.04.2010, the DDEs can verify this fact from the following :-

   a. Date of the registration of the Society.
   b. Date of the execution of lease deed in favour of society.
   c. Owner ship proof of the land where the school is running.
   d. Any other submitted documents which clearly suggests that school is in existence on or before 01.04.2010.

2. For the schools which have been established after the date of commencement of Right to Education Act, 2009 i.e. 01.04.2010, shall have to follow the process as mentioned in Sub rule (5) of Rule 14 of Delhi Right to Education Rules 2013 (Notified on 25.03.2013), such schools can apply in Form 1(B) in the office of Concerned Deputy Director of Education.

3. It must be ensured that the schools possess the following land area in cases School is situated in unauthorized/undeveloped/regularized colonies.

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Schools level</th>
<th>Minimum land area to be possessed by the School</th>
<th>Minimum Facility to be provided</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>Up to primary level (i.e. class V)</td>
<td>200 Sq. Yards</td>
<td>(5 class rooms + other prescribed facility)</td>
</tr>
<tr>
<td>02</td>
<td>Up to middle level (i.e. class VIII)</td>
<td>700 Sq. Mtrs.</td>
<td>(8 class rooms + other prescribed facilities)</td>
</tr>
</tbody>
</table>

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

5. The DDEs may ensure that the information provided in application shall conform to the norms and standards mentioned in the schedule to the RTE Act, 2009 as regard to :-
a. Pupil to Teacher Ratio.
b. Number of Teacher in School.
c. Requirement as regard to school building.

6. The Area of the class room and per student availability of class room area student should be as per conditions mentioned in Para 5 of Directorate of Education circular No.F.DE.15.206/Act-1/2013/7886-7900 dated 22.03.2013.

7. Hard copies submitted by the school shall be processed on day to day basis. Applications received shall be processed and two copies shall be forwarded to Act-I branch (Room No. 227) of Dte. of Education on the same day or on the next day.

8. The verification of facts mentioned in application shall only be done through documents submitted along with the application. No formal physical inspection/verification shall be carried out at this stage.

9. For the purpose of facilitating and expediting the above process a Special Cell at the each District level may be created immediately deputing therein full time staff for this purpose.

10. In pursuance of judgment 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, the schools running classes only upto the pre-primary levels are not covered under the Right to Education Act, 2009 as such these schools can continue to function till further order or instructions issued in this regard.

The applications, if any, received from the school running classes only up to pre-primary level shall not be entertained.

This issues with the prior approval of the Competent Authority.

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

Copy to:-

1. P.S. to Secretary Education, Govt. of NCT of Delhi.
2. P.S. to Director, Education, Govt. of NCT of Delhi.
3. All Addl. Directors/RDs/JDs/DDEs/ADEs of Directorate of Education, Govt. of NCT of Delhi.
4. All Education Officers/Dy. Education Officers, Directorate of Education.
5. OS (IT) with the request to place it on the website of the Department.

P.Lata Tara,
Asstt. Director of Education (Act-I)
Check list for Grant of Certificate of Recognition in Form IIA to unrecognized schools existence on or before 01.04.2010 (under the Right to Education Act, 2009).

1. Name of the School

2. Name of the District _______________ Zone _______________

3. School situated in unauthorized/undeveloped/regularized colonies  
   yes [ ] No [ ]
   Or situated in planned colonies  
   yes [ ] No [ ]

4. Level upto which school is imparting education  
   Primary [ ] Middle. [ ]
   Secondary [ ] Sr. Secondary [ ]

5. School is in existence on or before 01.04.2010 as per documents submitted  
   Yes [ ] No [ ]
   if yes mention the documents from which this fact has been established
   A ___________________________ Placed at ________
   B ___________________________ Placed at ________
   C ___________________________ Placed at ________

6. School, as per documents submitted, conforming to the norms and standard prescribed in RTE Schedule.
   a. Pupil Teacher ratio  
      Yes [ ] No. [ ]
   b. Number of teachers in school  
      Yes [ ] No. [ ]
   c. Requirements as regard to school building  
      Yes [ ] No. [ ]

Details

<table>
<thead>
<tr>
<th>S.N.</th>
<th>Item</th>
<th>Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Total area of the school campus</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Area of Play ground</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Number of class rooms with size</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Room for Headmistress cum store room</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Separate toilets for boys and girls</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Drinking water facility</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Barrier free access</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>Availability of teaching/learning material</td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>Sports equipments and play material</td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>Number of Books in the Library</td>
<td></td>
</tr>
</tbody>
</table>
7. School conforming to land area requirement as per Dte. of Education circular dated 22.03.2013
   Yes ☐ No ☐

8. Class room in school conforming to norms mentioning in Dte. of Education circular dated 22.03.2013
   Yes ☐ No ☐

The application/case is recommended for grant of recognition in form IIA up to elementary level

DDE E.O. (Zone___)