

**GOVT. OF NATIONAL CAPITAL TERRITORY OF DELHI
DIRECTORATE OF EDUCATION, INSPECTION CELL (HQ)
OLD PATRACHAR BUILDING, LUCKNOW ROAD, TIMARPUR DELHI-110054**

No. DDE/IC/HQ/2023-24/Vol-II/ 225-230
CIRCULAR

Dated 9/08/2024

SCHOOL CLEANLINESS AND INFRASTRUCTURE INSPECTION

Instructions/Circulars have been issued various times to the District Authorities for conducting regular Inspections of the schools, to ensure that the schools are functioning properly with adequate functional infrastructure facilities. However, it has been noticed by the Higher Officers/Authorities that the said instructions are not being adhered to scrupulously.

It is therefore, directed that the Deputy Director (District) shall inspect atleast **5 (five) schools every week** and submit the inspection report to the Inspection branch within 7 days of Inspection.

While carrying out the Inspections of Govt. Schools, special attention shall be paid towards the following points:-

- **Basic amenities e.g. drinking water, toilets, lights, sanitation etc.**
- **Sufficiency of the good quality desks in school**
- **Doors and windows of all rooms**
- **Boundary walls, roofs of all rooms**
- **Child safety and Security**
- **Students Classroom Ratio.**
- **Clubbing of Sections (if any)**

District DDEs are also directed to take immediate actions in order to rectify the deficiencies seen at the time of inspection.

Any lapse in this regard will be viewed seriously by the Competent Authority.

This issues with the approval of competent Authority.

Encl:- (Inspection Proforma)


RENU
DDE (INSPECTION)

No. DDE/IC/HQ/2023-24/Vol-II/ 225-230

Dated:- 9/8/2024

Copy to:-

1. PS to Pr. Secretary of Education, GNCT of Delhi.
2. PS/PA to Director of Education, GNCT of Delhi.
3. Addl. Director of Education (Inspection Branch), GNCT of Delhi.
4. All RDE/DDE-District/DDE-Zones/SPE's/ HOS through MIS.
5. OS (IT) with the request to upload the same on the MIS.
6. Office Copy.


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School Cleanliness and Infrastructure Status

Name of HOS			
Name of Inspecting Officer			
Date of Inspection			
Number of students enrolled			
Number of Students present on the day of Inspection			
Number of Teaching Staff present on day of inspection		Total number of Teachers	Present on the day of Inspection
S. No	Items	Particulars	Yes/No
1	Main gate and other gates of school	1. Is Sign-board well painted, untampered and readable	
		2. Is Gate well painted, non-rusted and non- damaged	
2	Boundary walls	1. Any Broken or damaged walls	
		If Yes EOR generated or Not	
		2. Is there proper fencing on all sides	
3	Doors and windows of all rooms	1. Any Broken panes	
		If Yes, Status of EOR or Efforts made by HOS	
		2. Any damaged doors and windows	
		If Yes, Status of EOR or Efforts made by HOS	
4	Walls and roof of all rooms	1. Any damaged or un-plastered roofs and walls	
		2. Whether walls of the school are Properly painted	
		3. Is there anything which puts child safety in jeopardy	
		Mention details	
5	Lights and fans in all rooms	1. Provision of proper lighting in all rooms	
		2. Number of damaged or non-functioning lights and fans	
		If any, Mention the Efforts made by HOS	
6	Blackboard, chairs, desks, tables and benches	1. Whether furniture is sufficient for the students	
		2. Are Blackboards broken or untidy	
		3. Any broken or damaged furniture	
		If Yes, mention the Efforts made by HOS	

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7	Toilets and washrooms	1. Clean and hygienic toilets	
		2. Availability of Handwash/ Soap in toilets	
		3. Any stinking toilets	
		4. Is Water facility available	
		5. Are All taps functioning	
		6. Any leakage, seepage or stagnant water in toilets	
8	Drinking water facility	1. Clean and hygienic drinking water area	
		2. Water supply available	
		3. Clean drinking water	
		4. Water Cooler and RO are working	
		5. Any leakage, seepage or stagnant water	
9	General cleanliness	1. Is there any heap of garbage in the school ground	
		2. Are Dustbins placed at designated places	
		3. Are cobwebs anywhere	
		4. Whether the cleanliness in the staircases are satisfactory	
10	Field, playgrounds and open areas	1. Any broken, unused furniture or heap of other items	
		2. Plants and trees in proper conditions	
		3. Any waterlogging	
11	Sanitation Material	1. Name of sanitation provider agency	
		2. Whether the sanitation providing agency provides sufficient materials as per Sanctioned quantity/ minimum required quantity	
		If no, provide the Action Taken by the HoS	
12	Science lab	1. Whether the labs (Physics/ Chemistry/ Biology) are functional	
		If no, provide the reason	
13	Computer Lab	1. Whether the Lab is functional	
		2. Whether the K-Yan is used for Education purpose	
14	Child Safety and security	1. Whether the visitor's entry register maintained. 2. Whether the safety and security of children's guidelines followed by the school.	
Remarks			

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Name & Designation of Inspecting officer

Sign

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9/9/24