

CITIZEN CHARTER

Vision: Quality Schooling for All.

Mission: Child Centered Education to Facilitate Learning All Round Development of the Child.

**DIRECTORATE OF EDUCATION
GOVT. OF NCT OF DELHI
OLD SECRETARIAT: DELHI-54**

CITIZEN'S CHARTER

VISION OF THE DIRECTORATE OF EDUCATION – Quality Schooling for All.

- To impart free education to students from Class I to XII irrespective of caste, color, creed, religion.
- To provide facilities to teachers for teaching and updating their knowledge.

MISSION OF THE DIRECTORATE OF EDUCATION –

- Child Centered Education to facilitate learning and thinking for all round personality development of child.
- To enhance the literacy rate in Delhi.
- To create awareness about cultural heritage and human & moral values.
To make the students responsible citizens who may meaningfully participate in nation making.
- To generate conducive atmosphere for over all personality development of the students.
- To promote sports and other extra-curricular activities among students of Delhi

CLIENTS OF THE DIRECTORATE OF EDUCATION

Our clients are:

- (a) Students & their parents.
- (b) Teachers
- (c) Heads of Schools.
- (d) Other officers and employees.

TYPES OF SERVICES BEING PROVIDED

- 1 Free education to all students in the schools of Directorate of Education.
- 2 Education of languages - Hindi, English, Urdu/Punjabi/Sanskrit/
any other Regional language.
- 3 Various streams at senior secondary level
 - a) Science stream
 - b) Commerce stream
 - c) Humanities stream
 - d) Vocational stream (with various options)
- 4 Provision of Computer Education in a large number of schools.
5. Provision of Yoga at least three days in a week for each class.

VARIOUS WELFARE SCHEMES FOR STUDENTS

- Free distribution of Books.
- Subsidy for Uniforms.
- Stipend/Scholarships to Meritorious Students/Girls/Minority Students.
- For SC/ST Students
 - (a) No change of Pupil Welfare Fund
 - (b) Financial assistance for purchase of books & stationary
 - (c) SC/ST Scholarship(Meritorious)

STRUCTURE OF THE DIRECTORATE OF EDUCATION

- **Secretary (Education): Sh. H. Rajesh Prasad, IAS**
To take decisions on policy matters of the Directorate of Education, 23890119, 23890187 Fax: 23890187
- **Director of Education (Head of Department): Sh. Himanshu Gupta, IAS**
To regulate education in all the schools (Govt./Private/Aided) in Delhi Execution of all the educational schemes for the welfare of the students. 23890172, 23890363 Fax: 23890355
- **MS. NANDINI MAHARAJ (IAS) DDE (EVGC / IEB / Happiness / Land & Estate For Priority-Iii and SOSE Work), Member (SOSE)**
- **Sh. Rajanish Kumar Singh, Special Director of Education (HQ) /Director (SCERT) (ASB &Litigation) (Ph. 23890185)**
- **Sh. Shingare Ramchandra Mahadev: Joint Director of Education (Admn.,E-I,E-II,E-III,E-IV,E-V, PFC/Sectt. Branch/Aided School Branch./Vigilance/CTB/DR Cell/ Sports: 23890181, 23890294**
- **Dr. Afshan Yasmin ADDL. DIRECTOR (Welfare / Award / Patrachar / Rpvv / Nios), Mental Maths / First Appellate Authority Rti (Hq) / First Appellate Authority RTI For Region C/Nd, North, Nw-A And Nw-B-I And Ii, West-A, West-B**
- **Smt. Zareen Taj ADDL. DE (Vocational / Pop. Edn. Cell & Adult Edn. Cell / Planning / R&I / Sci. & Tv / Inspection) / Nodal Officer For Minorities Cell / Nodal Officer For Swatch Bharat Abhiyan / Representative In Society For Protection Of Tribals (Spot), Member Of Delhi Social Welfare Board / Nodal Officer For All Communication To M/O Education / Goi / Charge Of State Coordinator For Untrained -In-Service Teacher And Engaged With Mhrd & Nios, Legislative Works / Rte / Co-Ordination Branch And Nodal Officer (Pgc / Pgms / Nhrc And All Statutory Commissions)**
- **Smt. Rita Sharma ADDL.DE (School / Exam / Core Academic Unit / Primary / Happiness / School Of Excellence / Library / Mission Buniyad / Spoken English / All Health Deptt. Related Matters / Jjc / Mts / Women Empowerment Issues / Any Other Academics Related Work) / Md (Dbtb)**

- **Dr. Afshan Yasmin RDE(West A-West B) RDE (CENTRAL) DISTT.- CENTRAL, NEW DELHI**
- **SH. KRAPA SHANKAR UPADHYAY RDE (EAST) (CDC) Distt.- East, North East And South East / (First Appellate Authority Rti For Region East / North East / South East)**
- **SH. VIKAS KALIA RDE (North) On CDC, DDE (Personnel) in Office Of DE)**
- **Sh. Arvind Kumar RDE (SOUTH)(CDC) DISTT.- SOUTH, SW-A AND SW-B / First Appellate Authority RTI For Region South, SW-A, SW-B I And II)**

(i) GOC Branch:

Shri Rajesh Kumar, DDE: Service matters/Transfer posting of Gazetted officers.
Ph. 23890041

(ii) Establishment-I

Shri Rajesh Kumar, DDE : All service matters pertaining to ministerial staff.
Ph. 23890041

(iii) Secretariat Education Branch:

Sh. Rajesh Kumar, DDE
Matters relating to recruitment and promotion of Principals & Vice-Principals.

(iv) Aided School Branch

Sh. Sanjay Kumar Ambasta : DDE in r/o Aided School
Implementation of provisions of DSE Act and Rules, 1973. Ph: 23890270

(v) RTI CELL

Sh. Ashok Kumar ,DDE , 011-23890399
Matters relating to furnishing information under RTI Act 2005

(vi) Establishment-II

Shri Sanjeev Kumar, DDE: All service matters pertaining to Lecturers,
Language Teachers. Ph. 23890322

(vii) Establishment-III

Sh. Rajvir Singh : DDE All service matters pertaining to TGTs,
Language Teachers. Ph. 23890322

(viii) Establishment-IV

Sh. Rajvir Singh : DDE, All service matters pertaining to Assistant
Teachers and other Misc. Categories of teachers,
Ph.23890285

(ix) Post Fixation Cell

Sh. Dharmender Singh Pundir, DDE: Post fixation in schools and creation/
transfer of posts. Ph.23973681

(x) IT Branch & MIS, CEP Cell:

Sh. Murgan, Joint Director 23814151

(xi) SS/UEE Mission

Sh. Mohinder Pal, DDE PH. 23813480, 23810361

(xii) Patrachar Branch

Sh. Rajvir Singh, DDE, Matter relating to the correspondence courses in the Directorate Ph. 27497421/22

(xiii) Sh. Dinesh Jha, ADE (E-V), 011-23890381, 011-23973681

(xiv) Private School Branch

Sh. Yogesh Pal, DDE, Ph 23890008

(xv) Mid-day-Meal (Sh. Sanjeev Kumar Sharma, DDE)

All matter pertaining to Mid-Day-Meal

(xvi) Co-ordination Branch

Mrs. Razia Begum, DDE, General instruction and coordination

(xvii) Care Taking Branch

(xviii) Land & Estate Branch

Sh. Sanjeev Kumar Sharma, DDE

Sh. Tahir (OSD) ph. 23819935

(xv) Deputy Controller of Account- Sh. Rohtas Kumar Sharma

(xvi) RTE/SMC Branch- Sh. Mohinder Pal

(xvii) PGMS Branch: Sh. Jai Kishan, DDE

(xviii) RPVV Branch: Smt. Savita Drall, DDE

(xix) SOSE Branch : Sh. D.S.Kumar

(xxi)School Branch

Sh. Sanjay Suhas Kumar, DDE, Ph. 23890283

Matters pertaining to school policy

(xxii)Population Edn. Cell & Adult Education

Sh. Sudhakar Gaikwad, DDE

(xxiii)Science & TV Branch (Sh. Sudhakar Gaikwad,DDE Ph. 26280408, 26280409, 26280413):

Science Centers activities and holding of Science fairs.

(xxiv)Inspection Branch (Sh. Jai Kishan)

Inspection of Schools, Ph: 23813954

(xxv)Welfare & Award Branch

Sh. Surya Kant Prasad, DDE.

(xxvi)NIOS Branch, Dr. Rajbir Singh, Ph No. 23890441

(xxvii)Inclusive Education Branch: Sh. Sudhakar Gaikwad, DDE

(xxviii) DDE (Sports), Sh. Sanjay Kumar Ambasta,-

Sports Branch /Physical Education Branch

Scouts & Guides /NSS

(xxix)Planning Branch, Sh. Ashok Kumar, DDE

For monitoring plan schemes

(xxx)Vocational Branch: Dr. S.C.Meena, DDE, Ph. 23536063

(xxxi)Authentication Branch: Sh. Manish Jain, ADE ph. 9810867700

(xxxii) HQ Branch: Jai Kishan, DDE, All CPGRAM, LG Listening, NHRC, NCPCR, DCPCR,

DMC, SC/ST Minority Commission, NCMEI,PGC

LIST OF PIOs APIOs 7 First Appellate Authorities under the Directorate of Education**B. At Headquarter Level****State Public Information Officers:-**

S. No.	Designation	Office Address	Tel. No.	Jurisdiction	Designation of link Officer
1	2	3	4	5	6
1.	DDE (RTI/PIO (HQ))	Room No. 176, Old Secretariat Delhi-54	23890039	In respect of matters relating to Head Quarter, Patrachar, Science Branch, Sports Branch and issues other than those covered by respective Districts and ACT Branch	Assistant Director of Education (Secretariat Branch)
2	Assistant Director of Education –PIO (Aided School Branch)	Room No. 212-A, Old Secretariat, Delhi-54	23890008	In respect of Policy Matters pertaining to recognized Aided and Recognized Un-Aided Schools	Assistant Director of Education (Aided School Branch)

C. State Assistant Public Information Officers:-

S. No.	Designation	Office Address	Tel. No.	Designation of link Officer
1	2	3	4	5
1	Section Officer-II (RTI Cell), APIO (HQ)	Room No. 220, Old Secretariat, Delhi-54	23890399	Section Officer-I (Sectt. Branch)
2	Section Officer (PSB) APIO (Pvt. School Branch)	Room No. 212-A, Old Secretariat, Delhi-54	23890008	Section Officer (Pvt. School Branch)

D. FIRST APPELLATE AUTHORITIES

S. No.	Designation	Office Address	Tel. No.	Jurisdiction	Designation of link Officer
1	2	3	4	5	6
1.	Regional Director of Education(C/ND) (RTI)	Room No. 13, Old Secretariat. Delhi-54	23890206	All appeals against information provided/pertaining to PIO (HQ)	Additional Director of Education (Finance)

E. State Public Information Officers:**ii) At District Level**

S. No.	Designation	Office Address	Tel No.	Jurisdiction
1	Deputy Director of Education (East)	O/o DDE (East), Govt. Co-ed SSS, Anand Vihar, Delhi-92	22156822	In respect of matters relating to Govt. Schools, Un-Aided Recognized Private Schools and Zones/Branch in East District
2	Deputy Director of Education (North)	O/o DDE (North), Lucknow Road, Timarpur Delhi-54	23813779	In respect of matters relating to Govt. Schools, Un-Aided Recognized Private Schools and Zones/Branch in North District
3	Deputy Director of Education (North-East I/II)	O/o DDE (North-East) RPVV, B-Block Yamuna Vihar, Delhi-53	22913251	In respect of matters relating to Govt. Schools, Un-Aided Recognized Private Schools and Zones/Branch in North-East District
4	Deputy Director of Education (North West-A)	O/o DDE (North-West-A), BL Block, Shalimar Bagh, Delhi	27136338	In respect of matters relating to Govt. Schools, Un-Aided Recognized Private Schools and Zones/Branch in North-West-A District
5	Deputy Director of Education (North West-B I/II)	O/o DDE (North-West-B) FU-Block, Pitampura	27348927	In respect of matters relating to Govt. Schools, Un-Aided Recognized Private Schools and Zones/Branch in North-West-B District
6	Deputy Director of Education (South-East)	O/o DDE(South) SKV, C-Block, Defence Colony New Delhi-24	24330215	In respect of matters relating to Govt. Schools, Un-Aided Recognized Private Schools and Zones/Branch in South-East District

7	Deputy Director of Education (South-West-A)	O/o DDE (South-West-A), C-4 Vasant Vihar, Behind Tgore International School, New Delhi-57	26144458	In respect of matters relating to Govt. Schools, Un-Aided Recognized Private Schools and Zones/Branch in South-West-A District
8	Deputy Director of Education (South-West-B I/II)	O/o DDE (South-West-B), GBSSS, No. 1 Najafgarh, New Delhi-43	25324422	In respect of matters relating to Govt. Schools, Un-Aided Recognized Private Schools and Zones/Branch in South-West-B District
9	Deputy Director of Education (West-A)	O/o DDE (West-A), Govt. Co-ed SS, Karampura New Moti Nagar Delhi-15	25101797	In respect of matters relating to Govt. Schools, Un-Aided Recognized Private Schools and Zones/Branch in West-A District
10	Deputy Director of Education (West-B)	O/o DDE (West-B), GBSSS NO.1 G-Block, Vikaspuri, Delhi-18	28541373	In respect of matters relating to Govt. Schools, Un-Aided Recognized Private Schools and Zones/Branch in West-B District
11	Deputy Director of Education (Central/New Delhi)	O/o DDE (Central), Plot No. 5, Old Bhartiya Mahila College Building, Jhandewalan, Karol Bagh Delhi-55	23514063	In respect of matters relating to Govt. Schools, Un-Aided Recognized Private Schools and Zones/Branch in Central/New Delhi District
12.	Deputy Director of Education (South)	O/o DDE (South), RK Puram, Sector-3 Delhi.	26182915	In respect of matters relating to Govt. Schools, Un-Aided Recognized Private Schools and Zones/Branch in South District.

G. FIRST APPELLATE AUTHOIRIES (Regional Level).

S.No.	Designation	Office Address	Tel. No.	Jurisdiction
1	Regional Director of Education (North)	O/o RDE (North), Dte. of Education, Sarvodaya Vidyalaya Building FU Block Pitampura, Delhi-88	27347482	All appeals against information provided/pertaining to PIO of North West-A & North West-B Districts
2	Regional Director of Education (South)	O/o RDE (South), Dte. of Education, C-4, Vasant Vihar, New Delhi-57	26144508	All appeals against information provided/pertaining to PIO of South and South West-A&B Districts
3	Regional Director of Education (East)	O/o RDE (East), Savrvodaya Co-ed Sr. Sec. School, Patparganj, I.P. Extn. Delhi-110092	22522458	All appeals against information provided/pertaining to PIO of East & North-East Districts
4	Regional Director of Education (West)	O/o RDE (West), Dte. of Education, SV Lancer Road Building Lucknow Road, Delhi-54	23818926	All appeals against information provided/pertaining to PIO of West-A and West-B Districts.
5	Regional Director of Education (Central)	O/o RDE (Central), Dte. of Education, SV Lancer Road Building Lucknow Road, Delhi-54	23818926	All appeals against information provided/pertaining to PIO of Central, New Delhi & North Districts.

Exam Branch

New Examination Pattern and Promotion Policy w.e.f. 2017-18

1. For Nursery & KG

- No formal examination shall be conducted in Nursery & KG Classes

2. For Classes I & II

- For classes I & II, tests in all the subjects shall be partly oral and partly written.

3. **CENTRALISED EXAMINATION FOR CLASSES III TO VIII**

4. For Classes III to VIII

- Examination Pattern : Two Terms
- First Term : Mid Term Examination
- Second Term : Common Annual School Examination (CASE)

5. **Promotion Rules for Classes up to VIII**

Promotion to the next higher class shall be decided under “No Detention Policy” of RTE (Act-2009”) But it is mandatory for the student to appear in both the examinations i.e. (Mid Term & Annual Exam).

6. **Restructuring of Examination Pattern of Classes IX & X w.e.f 2017-18 and onwards**

- First Term now known as Mid-Term Exam i.e Periodic Test-I (For Class IX & X).
- Subsequently Period Test II, Periodic Test III (for class IX & X) (Weightage of best two out of three periodic tests to be considered for promotion to next higher class.
- Second Term- Common Annual School Exam for Class IX & CBSE conducted Board Exam for class X (Whole Syllabus of the Academic Year to be assessed)
- No School Based Annual Exam for class X

7. **Promotion Policy for Class IX:**

- In order to be declared “Passed” , a student of Class IX must secure at least 33% marks in each of the subjects
- He/she must secure overall 33% marks in Internal Assessment (20 Marks) and Annual Examination (80 Marks) put together i.e. 33 marks out of 100.
- *A student must score 33% marks in internal assessment to be eligible for appearing in Annual Exam*
- Internal Assessment, for this purpose, means best two of three Periodic Tests of 10 marks, Notebook submission-05 marks and Subject Enrichment-05 marks.

8. **Promotion Policy for Class XI**

- A student must secure at least 33% marks in each subject studied by him /her during the session subject to the condition that he/she secures 33% marks separately in theory and practical.
- Minimum of 25% marks (Theory) should be secured in Annual Examination

- A student shall be declared pass in Class XI who qualifies all the five main subjects of their respective streams. If a student has opted for additional subject, the result will be reflected in the Progress Report, yet it shall not be considered for promotion or detention.

9. Compartment Exam for Class IX

- First Chance – April Last Week
- A student can be declared eligible for appearing at the Compartment Exam in **not more than two** failing subjects
- In case unsuccessful in first chance, Second Chance will be given
- In order to be declared successful in Compartment Examination, a student must secure at least 33% marks in the subject in which he/she taken the exam.
- Provided that a minimum of 33 out of 100 marks must be secured in total i.e. marks of Compartment Examination + Marks of Internal Assessment.

11. Compartment Exam for Class XI

- In order to be declared successful in Compartment Examination, a student must secure at least 33% marks in the subject in which he/she taken the exam.
- Provided he/she secures 33% marks separately in theory and practical subjects.
- Provided that a minimum of 33 out of 100 marks must be secured in total i.e. marks of Compartment Examination + Marks of A.S.L & Project.

12. Information regarding Date sheet of Examination is displayed/informed by the schools to the students before the commencement of the exams.

13. Result of Board classes i.e. class X & XII is declared by CBSE.

14. Dates of declaration of Result of all classes except class X & XII are informed to the students by the schools along with the date sheet.

SCHOOL BRANCH

1. ADMISSION:

- a) Admissions start w.e.f. the month of March and close on 31st August. Upto 25th August, Admissions are done by the Head of the school and after 25th August, delay is condoned at the level of DDE(District).
- b) After 31st August, no fresh admission is done except in cases of interstate transfers of parents/guardian. In such cases, permission for admission is required from Director of Education/delegated authority.
- c) A student should get himself admitted at the beginning of the academic session to avoid loss of studies.
- d) Students who appear for compartmental examination of CBSE should be admitted by the Head of the School within 10 days from the date of declaration of result.
- e) After expiry of 10 days from the date of declaration of compartment result, the permission for admission on valid ground can be granted by the Director of Education/ delegated authority.
- f) Cases of admissions for out of School children from Classes VI to VIII are considered and admission are granted at HoS level to such children in age appropriate Class in neighborhood Schools under RTE Act 2009.

2. Admission in Class Nursery/KG/Entry Class.

- Process of admission to Class Nursery/Entry Class (starts in the 1st week of March. Students are admitted only through draw of lots).
- Application forms for the same may be obtained from the nearest Sarvodaya Vidyalaya or downloaded from the department's website (www.edudel.nic.in) under the link 'Govt. School Admissions'.
- Age for admission for Class Nursery should be 3 years or more but less than 4, for Class KG (Pre-Primary) should be 4 years or more but less than 5 years & for Class 1st should be 5 years or more but less than 6 years as on 31st March (of the concerned year).

3. Non-Plan Admission in classes 6th to 9th starts w.e.f. 1st April every year.

Admission in Classes 6th to 8th starts w.e.f. 1st April every year for students coming from other states/studied/studying in recognized private Schools of Delhi/private unrecognized Schools of Delhi, and such students who have pursued their studies at home and now wish to attend formal School in Classes VI to VIII. Students are admitted in age appropriate classes in such cases. Process of admission is also continued during Summer Vacation.

4. Admission in Class XI

Only those students will be eligible for admission in class XI, who have passed Secondary School Examination from CBSE or any other recognized board. Process of admission in class XI starts after declaration of Class X results by CBSE. Following streams are available in the schools of the Directorate. The criteria of marks required for admission are mentioned against each stream.

- Science (With Maths) : In class X Examination, 55% marks in aggregate and 50% marks in three subjects i.e. Science, English and Maths.
- Science (Without Maths) : In class X Examination, 55% marks in aggregate, 50% marks in two subjects i.e. Science & English and 40% marks in Maths.
- Commerce (With Maths) : In class X Examination, 50% marks in aggregate & Maths and 45% marks in two subjects i.e. Social Science, English.
- Commerce(Without Maths) : In class X Examination, 50% marks in aggregate & 45% marks in Social Science and English/Hindi.

- Humanities & Vocational : Candidate should have passed Secondary Exam.
- For giving Economics as a subject, student must have scored, at least, 45 % marks in aggregate.
- For giving Mathematics as a subject, student must have scored, at least, 50 % marks in Mathematics
- Relaxation of 5% marks in any one of the three subjects mentioned for admission in particular stream is to be given in respect of candidates belonging to the categories SC/ST/Minorities/OBC(Non Creamy Layer)/Kashmiri Migrants & those students having I/II/III position in National Games.
- For Specially Abled Students, relaxation of 5% marks in all subjects mentioned for admission in particular stream is to be given.
- Students who have passed their class X from NIOS with 55% or above in aggregate in 5 main subjects are eligible for admission in Humanities/Vocational stream provided that they are below 17 years of age as on 31st March of the year.

5. Non-Plan Admission for Classes X-XII

For Non Plan Admissions to Classes X and XII a Common Admission Test (CAT) is administered at District level under the supervision of concerned DDE.

The test paper (CAT) for Class X is of 2 hours duration with Maximum Marks 100. The test paper consists of questions based on English, Mathematics and Hindi.

The Test paper (CAT) for Class XII is one and half hours duration with maximum marks 100 based on subjects studied in Class XI. Stream wise Test Paper consists of the following subjects in various streams:

- a) **Commerce:** English, Maths, Accounts and Economics.
- b) **Science:** English, Physics, Chemistry and Maths (for Biology without Maths, Maths will not be considered).
- c) **Humanities:** English, Hindi, Political Science and Economics.

The student is declared pass in the Common Admission Test (CAT) only if he/she secures minimum 33% marks in each of the subjects separately.

Admission criteria for Rajkiya Pratibha Vikas Vidyalaya (RPVV).

6. ADMISSION CRITERIA FOR SCHOOLS OF EXCELLENCE

- Admission to Nursery (3+), KG, Class-I and Class -II done through draw of lots for 25 students in each section, in each School of Excellence for the Academic Session 2018-19.
- Admission in class IX done through Entrance test for 80 seats (40 per section). It will continue till the own students of SOE studying in lower classes reach class IX where ever it will be for vacant seats only.
- Admission in class XI done through Entrance test for a total of 160 seats for four streams, for Science Medical, Science Non Medical, Commerce and Humanities (40 seats per stream). When the students admitted in class IX reach class XI, entrance test will be held for 80 seats as per the stream wise availability of seats.50% of the total seats in fresh admission will be reserved for Government School children. All students , irrespective of whether they hail from Private school or Govt. School, will be eligible to apply and will not be limited by any neighbourhood limits.

7. S.L.C. (School Leaving Certificate)

For Inter District/Interstate transfer, S.L.C. must be countersigned by the concerned Education Officer.

8. School Calendar

Admission starts for Nursery/KG (Pre-Primary
/Entry Class

Beginning of new academic session

Admission starts for Class- VI to IX

Admission starts for Class-XI

Re-opening of schools after summer vacation

Mid Terminal Examination

Annual Examination

1st March onwards

1st April

1st April onwards

1st week of June onwards

1st July

September

From 3rd week of February

SCHOOL BRANCH: DIRECTORATE OF EDUCATION

FORMAT-1

DIRECTORATE OF EDUCATION

NAME OF BRANCH/OFFICE: SCHOOL BRANCH, DIRECTOREATE OF EDUCATION DELHI.

Branch	#	Main Services	Services Recipients/ Remarks
SCHOOL BRANCH	1	Service: Admission Nature of Service: Transaction, Permission, Approval and Information	Students
	4	Service: PTA Nature of Service: Permission and Information	Parents, Teachers & Students
	10	Service: Health Nature of Service: Permission and information	Students

FORMAT-II

DIRECTORATE OF EDUCATION

NAME OF BRANCH/OFFICE: SCHOOL BRANCH, DIRECTORATE OF EDUCATION, OLD SECTT. DELHI.

#	Service	#	Workflow Steps	Service Quality Parameter (Time Taken)	Officer responsible for each step	Overall Service Incharge	Expectation from service Recipients
1	Admission	1	Admission start for Nursery, K.G (Pre-Primary) and Class I from February onwards every year. Students are admitted only through Draw of lots. Parents of children have to submit a prescribed FORM for registration.	One Month	Dak Receipt Officer	HOS/DDE	Fee : Nil Form : As prescribed and available on MIS. Documents: 1. DOB Proof/Declaration by Parents 1 Residence proof 1 Passport Photo of Child
		2	Scrutiny of received forms as per norms	5 Days	Admission Incharge		
		3	Draw of Lots	20 days	Principal		

AWARD BRANCH

Activities of Welfare/Awards Branch

1. **STATE TEACHERS AWARD:-** The State Awards to teachers were instituted with the objective of honoring the teachers and giving public recognition for meritorious services of outstanding teachers working in Government/Government Aided/Recognized un-aided/MCD/NDMC and Delhi Cantonment Board Schools. In all, there are 75 awards for teachers including one for Librarian. Out of these 75 awards, 12 are reserved for MCD, 2 for NDMC and one for Delhi Cantonment Board. Each award carries a certificate of merit, cash award of Rs. 25,000/-, a silver medal and a shawl. These awards are given every year on 5th September to commemorate the birthday of late Dr. S. Radha Krishnan, former President of India and a great teacher.
2. **Excellence in Education Award:-** Excellence in Education Awards (formerly known as Indira Award) are given every year in the first week of February since 2015. These awards are given to the Best Schools of Zones/District/RPVV/Region /State and Topper students of Classes-X & XII. The details of awards to be given under this scheme are approved as mentioned below:-
 - (i) State Best School – A cash award of Rs. 1,00,000/- (Rupees One lakh Only), Certificate & C.M. Trophy (Running) are given to the concerned DDE/Education Officer/Principal of School.
 - (ii) District Best School – A cash award of Rs. 50,000/-(Rupees Fifty Thousand Only), Certificate & MOE Trophy are given to (Twelve) best schools of respective districts.
 - (iii) Zonal Best School – A cash award of Rs. 21,000/- (Rupees Twenty one thousand only), Certificate & Trophy are given to 29 (Twenty nine) best schools of respective zones.
 - (iv) Best RPVV – A cash award of Rs. 21,000/-(Rupees Twenty one thousand only) Certificate & Trophy is given to 01 (one) best RPVV.
 - (v) Region Best Schools – A cash award of Rs. 21,000/- (Rupees Twenty one thousand only), Certificates & Trophy is given to 05 best schools (Region wise).
 - (vi) Best Students from Class X & XII: -A cash award of Rs. 5,000/- (Rupees Five thousand only), silver medal & certificate are given to the best students from each zone. There are four streams of studies at senior secondary state i.e. Science, Commerce, Arts and Vocational. From each Zone, one best student from each stream is selected and total number of such students is 300-400 which may increase due to tie. At secondary stage, the scheme of studies is common at all.

Govt. Schools (Zonal Level)

Class XII-Zonal Toppers streams wise
(Bench Mark 90%)
Class X-Bench Mark-90%

Govt. Schools Differently Abled (Zonal Level)

Class XII-Zonal Toppers Stream wise (Bench Mark 70%)
Class X - Bench Mark -76%

RPVV (Zonal Level)

Class XII- Toppers stream wise (Bench Mark 95%)
Class X – Bench Mark -95%

Govt. Aided School (District Level)

Class XII – District Toppers Stream wise (Bench mark 90%)
Class X – Bench Mark – 90%

Govt. Aided Schools Differently Abled (District Level)

Class XII – District Toppers stream wise (Bench Mark 70%)
Class X – Bench Mark – 76%

3. **NATIONAL AWARD TO TEACHERS:** The Government of India, MHRD (Department of School Education & Literacy) implements a scheme of “National Award to Teachers” under which teachers from all over the country are selected for National Awards. The Scheme of National Awards to Teachers was started in the year 1958-59 with the objective of giving public recognition to the meritorious services of outstanding teachers working in Primary, Middle and Higher Secondary Schools. Each award carries with it a certificate of merit, a cash award money of Rs. 50,000/- and silver medal. Delhi has a quota of 02 National Award to teachers, in accordance with the prescribed procedure; the nominations for National Award to teachers are invited from Education Department of Govt. Of NCT of Delhi, MCD, NDMC & Delhi Cantonment Board. Online applications are invited by the MHRD as per new procedure.
4. **NFTW-**
The Scheme of National Foundation for Teachers Welfare, MHRD, Govt. of India and NFTW Scheme of Delhi State.
5. **ANNUAL REPORT R/G LINGUISTIC MINORITIES-**
Furnishing of information as per Questionnaire for Annual Report of Commissioner Linguistic Minorities.
6. Verification of cases for appointment on compassionate ground.
7. All issues related to various teaching and non-teaching association of employees including problems of associations of the Directorate.
8. Welfare schemes for disabled persons, minorities, **distinguished persons** living in indigent circumstances.
9. Co-ordinate and facilitate the working of Delhi Kalyan Samiti (DKS).

INCLUSIVE EDUCATION BRANCH

To achieve the aim of ensuring Inclusive Education to Children with Disabilities as devised in the Rights to Education Act, 2009 and Rights of Persons with Disabilities Act, 2016.

1. Admission

- a) No rejection policy
- b) Non denial of admission
- c) Admission throughout the academic session
- d) Admission in neighbourhood school

2. Facilities being provided to the Children with Disabilities under Inclusive Education

- a) Barrier free environment for Children with Disabilities
- b) Identification and Assessment of Children with Disabilities
- c) Distribution of free Aids and Appliances
- d) Development and Implementation of Individualized Education Plan
- e) Individualized Education Plan review meeting twice a year along with Principals/HOS's, Parents, Class teachers, Subject Teachers, Special Education Teachers and EVGCs (if any)
- f) Services of Special Education Teachers
- g) Services of Attendant/Helper to Children with Severe Disabilities
- h) Scribe facility to Children with Visual Impairment
- i) Free distribution of Braille books to Children with Visual Impairment
- j) Financial Assistance for Large Print books / books with magnified font to Children with Low Vision
- k) Financial Allowances: Reader Allowances, Escort Allowances, Transport Allowance, Therapeutic Services, Stipend for Girls and Top-Up Scholarship
- l) Resource Room for Individualized sessions for Children with Disabilities by Special Education Teachers
- m) Teaching using specialized learning materials
- n) Weekly meeting of parents of Children with Disabilities and Special Education Teachers
- o) Exemptions/Concessions extended by CBSE to Children with Disabilities studying in Class X and Class XII are extended to children studying in Class I-XII

3. Other activities undertaken by Inclusive Education Branch

- a) Counselling of parents to facilitate the all-round development of children with disabilities
- b) Awareness programs for parents and other community members
- c) Environment Building Program to create positive attitude towards children with disabilities
- d) In service training of Special Education Teachers, Class Teachers and Subject Teachers in Inclusive Education in collaboration with specialized agencies
- e) Orientation of Educational Administrators, Principals and other Stake Holders in Inclusive Education in collaboration with specialized agencies

SCIENCE & TV BRANCH : DIRECTORATE OF EDUCATION

FORMAT-I

Branch/Office	#	Main Services	Services Recipients/Remarks
<u>Science Branch,</u> <u>Directorate of</u> <u>Education</u> <u>Scholarship:</u>	1	<u>Service: Annual Exams- NTSE, NMMS & JSTS:</u> <u>Nature of Service:</u> To conduct these three exams in the months of Nov, Dec and Jan in accordance with Policy and Rules laid down by Directorate of Education/MHRD followed by declaration of the results in the months of Mar and May and distribution of Scholarship amongst the students.	One month is required to conduct each exam except the process for declaration of final result which consumes another 15 days.
<u>Administration:</u>	2	<u>Service: Serving officials/Pensioners:-</u> <u>Nature of Service:</u> Maintenance of service records of all the officials, issuance of relevant orders in terms of service matters and financial matters. Revision of Pension cases, issue of Medical Cards, Medical bills. Settlement of PGMS cases RTI	Day to day basis 15 days, 01 day and 03 days respectively. 03 days within stipulated time
<u>Accounts:</u>	3	Salary Bill, Contingency Bill (Payment of Telephone and Water Bill , TA), LTC Preparation of Budget Calculation of Income Tax	03 days 01 day (Online Head Wise for additional funds) and 10 days (For RE-BE) 10 days

FORMAT – II

#	Service	#	Workflow Steps	Service Quality Parameter (Time Taken)	Officer responsible for each step	Overall Service Incharge	Expectation from Service Recipients
1	Scholarship	1	NTSE: Oct/Nov NMMS: Dec JSTS: Jan	One month each	DDE	Scholarship Branch (Science Branch, Dte of Edn.)	Nominal Roll/Documents from the concerned schools
2	Administration	1	All related works of serving personnel/retired personnel pertaining to service/pension matters and financial matters	Daily basis	Branch Incharge	DDE/ Head of Office	Dte/Concerned offices
3	Accounts	1	All work related to Salary Bill, Contingency Bill, LTC, Budget and calculation of Income Tax.	Daily basis	Branch Incharge	DDO/Head of Office	DCA/PAO/Concerned offices

RPVV

RAJKIYA PRATIBHA VIKAS VIDYALAYAS DIRECTORATE OF EDUCATION

VISION OF RAJKIYA PRATIBHA VIKAS VIDYALAYAS:

Rajkiya Pratibha Vikas Vidyalayas (RPVVs) were started in 1997 in order to provide quality education to students of Govt./Govt. Aided Schools of DoE, Delhi Cantt. Board Schools and NDMC Schools.

The RPVVs impart teaching from Class VI to Class XII. The admission in RPVVs is based on the merits of the students in the Common Entrance Exam/Test conducted for all the following existing 22 RPVVs:

Sl. No.	Name of RPVV	Sl. No.	Name of RPVV
1.	RPVV Civil Lines	2.	RPVV Sector-10 Dwarka
3.	RPVV Gandhi Nagar	4.	RPVV BE- Block Hari Nagar
5.	RPVV Nai Basti Kishan Ganj	6.	RPVV Krishna Market Lajpat Nagar
7.	RPVV INA Colony	8.	RPVV Plot No. 1 Link Road, Karol Bagh
9.	RPVV D-1, Nand Nagri	10.	RPVV A-10 Pocket 5, Narela
11.	RPVV A-6 Paschim Vihar	12.	RPVV Raj Niwas Marg
13.	RPVV Sector-11 Rohini	14.	RPVV BT-Block Shalimar Bagh
15.	RPVV Surajmal Vihar	16.	RPVV B-1 Vasant Kunj
17.	RPVV B- Block Yamuna Vihar	18.	RPVV Sec. 21 Rohini
19.	RPVV Sec. 19 Dwarka	20.	RPVV IP Extension, Near Mayo College
21.	RPVV Sec-5 Dwarka	22.	RPVV Gautam Puri

SPORTS BRANCH: DIRECTORATE OF EDUCATION

FORMAT-1

Branch	#	Main Services	Services Recipients/ Remarks
<u>Sports Branch</u> <u>Cash Incentives</u> <u>Mission Excellence</u> <u>Play & Progress</u>	1	<u>Service: Inviting applications and disbursement</u> <u>Nature of Service:</u> Through this scheme, cash incentive is being provided to the sportspersons on account of bringing laurels for Delhi in different international, national and state tournaments. <u>Nature of Service:</u> Through this scheme, financial assistance upto Rs. 16.00 lakhs is being provided to top level sportspersons for receiving training and coaching to prepare them to compete in International tournaments and championships and achieve sporting excellence. <u>Nature of Service:</u> Through this scheme, financial assistance upto Rs. 3.00 lakhs is being provided to the school sportspersons for receiving training to promote and groom the talented students for participation at highest level of competition.	The sportspersons of Delhi are the beneficiaries under this scheme.
<u>Administration</u>	2	<u>Service: Serving officials/ pensioners:-</u> <u>Nature of Service:</u> Maintenance of service records of all the officials, issuance of relevant orders in terms of service matters and financial matters. Revision of Pension cases, issue of Medical Cards, Medical bills. Settlement of PGMS cases RTI	Day to day basis 15 days, 01 day and 03 days respectively. 03 days With stipulated time
<u>Accounts:</u>	3	Salary Bill, Contingency Bill (Payment of Telephone and Water Bill, TA), LTC Preparation of Budget Calculation of Income Tax	03 days 01 days (Online Head Wise for additional funds) and 10 days (For RE-BE) 10 days

FORMAT-II

#	Service	#	Workflow Steps	Service Quality Parameter (Time Taken)	Officer responsible for each step	Overall Service Incharge	Expectation from service Recipients
1	Sports Branch Cash Incentives Mission Excellence Play & Progress	1	<u>Inviting of applications in May & June</u>	One month each	DDE	Sports Branch (Dte. of Edn.)	Documents from the concerned sportspersons
2	Administration	1	All related works of serving personnel/retired personnel pertaining to service/pension matters and financial matters	Daily basis	Branch Incharge	DDE/Head of Office	Dte/Concerned offices
3	Accounts:	1	All work related to Salary Bill, Contingency Bill, LTC, Budget and calculation of Income tax	Daily basis	Branch Incharge	DDE/Head of Office	DCA/PAO/Concerned offices

PRIVATE SCHOOL BRANCH

1. Deals with the matter of Granting Essentiality Certificate to the Societies for establishing a Private Un-Aided School.
2. Deals with the matter of approval of scheme of management of Private Un-Aided Schools.
3. Deals with the matter of Granting Recognition to Private Un-Aided Schools under DSEAR, 1973 and RTE Act, 2009.
4. Deals with the matter of Up-Gradation of Private Un-Aided Recognized Schools.
5. Deals with the cases of Extension of provisional Recognition/Up-Gradation of Private Un-Aided Schools.
6. Deals with the matters of Justice Anil Dev Singh Committee constituted for examination for fee hike issues of Private Un-Aided Recognized Schools.
7. Deals with the complaints received from General Public, VIP, DCPCR/NCPCR/NHRC/MHRD with regard to Private Un-Aided Recognized Schools.
8. Formulate Policy/Circulars/Orders regarding different aspects relating to Admission procedure/fee structure/free-ship to students under EWS/DG Category.
9. Monitoring of Inspection of Private Un-Aided Recognized Schools.
10. Deals with the prior approval of increase in fees of private unaided recognized school allotted land by DDA/other land owing agency with an such allotment condition.
11. Deals with the monitoring of General Admission at entry level in the Private Un-Aided Recognized Schools.

AIDED-SCHOOL BRANCH

1. Post clearance for direct recruitment through Staff Selection Committee under Rule 96 of DSEAR, 1973.
2. Adjustment / repatriation of surplus teachers of aided schools under Rule 47 of DSEAR, 1973.
3. Prepare/vet Show Cause Notices to defaulter aided schools for approval of Director(Education)
4. Taken over of aided schools under Section 20 of DSEAR, 1973.
5. Deals with cases wherein action against violation of DSEAR-1973 is required.
6. Court case/legal opinion/Expert opinion related to service matters and require approval of Competent Authority is dealt by this branch.
7. Providing DE's Nominees and AB Nominees for Managing Committees and SSC/DPC in various aided schools under Rule 59 and 96 of DSEAR, 1973.
8. Matter related to various Commissions of Govt. of India & Govt. of NCT of Delhi i.e. SC/ST/Minority/PwD Disabilities/PGC/CIC/NCPCR/DCPCR etc.
9. RTIs and their appeals, Grievances received through CPGRAMS, PGMS, Lt. Governor listening post, Higher Authorities, individuals, etc. related to this branch and their ATR/Status report from concerned district authorities.
10. Clarification and advice in service matters, promotion, suspension, termination and DAC matters related to aided schools.
11. Reply of Parliament/Vidhan Sabha questions related to aided schools.
12. Other works related to policy matter or else for aided schools on the directions of higher authorities from time to time.

EVG BUREAU

FORMAT – I

BRANCH/ OFFICE	S.N	MAIN SERVICES	SERVICE RECIPIENTS
EVGC	1	CAREER CONCLAVE Nature of service: 1. Putting up stalls of different recognized institutes and universities showcasing their courses. 2. Arranging transport for visit of all 12 th class students of DOE to get career information. 3. Career talks and counseling	Students, Teachers and parents
	2	YUVA Help Line Nature of Service: 1. Telecounselling for academic, career related and emotional issues. 2. Personal counseling for visiting counselee.	Students, Teachers and parents
	3	Smile Project. Nature of Service: 1. Psychometric testing to assess areas of learning difficulties in students. 2. Referral for individual educational plan and remedies. 3. Counseling students and parents.	Students, Teachers and parents
	4	Career Guidance & Career Counseling (CGCC Project): Nature of Service: 1. Psychometric assessment for aptitude, personality and interest. 2. One on one counseling of students	Students
	5	Stress Management Nature of service: 1. Workshop 2. Counseling	Students
	6	Summer Counseling Camp Nature of Service:	Students and parents

		6. Analysing test results and categorizing them accordingly. 7. Counselling of these students and referring for IEP to Special Educators who will further guide teachers how to handle these children				information about student Scoring according to norms. Correct assessment to detect areas of learning difficulty.
IV	CGCC – Psychometric Testing	Ordering of test booklets and OMR sheets	1 month	CIC EVGB	DDE EVGB	NA
		Testing of students for their – aptitude, interest and personality	1 day per school	CIC District through ZDCs/ Schools	DDE EVGB	Free and fair testing of students
		Collection and submission of OMR sheets for computerized scoring	1 week	CIC District through ZDCs	DDE EVGB	NA
		Computerized scoring	20 days	IDC & UNDP	CIC EVGB	NA
		One on one counseling of students according to their scores	2 weeks per school approx	CIC District	DDE EVGB	Counselling as per their scores
V	Stress Management	1. Workshops 2. Counseling	1 Nov to 15 Dev	CIC District	DDE EVGB	Counselling for managing stress
VI	Gender sensitization & creating awareness for prevention of Child Sexual Abuse.	Workshops/ Activities/ Talks/ Counseling.	August	CIC EVGB	DDE EVGB	Students are empowered to deal with issues as stated.
VII	Substance abuse & bullying prevention	Workshops/ Activities/ Talks/ Counseling/	September	CIC EVGB	DDE EVGB	Students are empowered to say NO to substance

VIII	Summer counseling Camp	<ol style="list-style-type: none"> 1. Career counseling 2. Personal and emotional counseling 	15 days during summer vacation	CIC EVGB	DDE EVGB	Students get appropriate and latest career information for selection of courses and streams along with emotional counseling.
IX	Training of EVGCs	1. Taking permissions from higher authorities, arranging training venue, Resource Persons	1-2 week	CIC EVGB	DDE EVGB	

FORMAT – II

S.N	SERVICE	NO.	WORK FLOW STEPS	SERVICE QUALITY PARAMETES (TIME TAKEN)	OFFICER RESPONSIBLE FOR EACH STEP	OVERALL SERVICE INCHARGE	EXPECTATION FROM SERVICE RECIPIENTS
1	CAREER CONCLAVE	1	Meeting of Executive committee for overall planning regarding selection of venue and other logistics.	1-2 days	CIC Nodal Officer for Career Conclave	DDE EVGB	1. Latest career/ course information from the participating institutes 2. Career counselling.
		2	Inviting of Institutes and universities for Participation in career conclave.	1-2 weeks			
		3	Arranging transporter in Coordination with physical education Branch.				
		4	Compiling list of Schools, number of students, buses required, slots to schools to visit and fixing duties of EVGCs.	2-3 days			
		5	Organizing Career conclave	5-6 days			

FORMAT – II**POST FIXATION CELL**

S.N	Service	Steps No.	Workflow Steps	Service Quality Parameters (Time Taken)	Officer responsible for each step	Overall Service Incharge	Expectation from Services Recipients
1	Post Fixation	1	Collection of students' enrolment as on 31 st August every year from all govt. & govt. aided schools, Scrutiny of enrolment data, Assessment of post & notification of sanctioned strength of teachers in schools	Upto December	Asst. Director, Spl. Director	Secretary/ Director	Fees – Nil Forms – As prescribed Documents – As required Others – Not applicable
		2	Implementation of Post fixation and redeployment of teachers of schools having a strength in excess of the sanctioned strength prior to such notification	In the month of April every year	Asst. Director, Spl. Director		
2	Post Creation	1	Receiving of requirement of posts, Making a proposal for post creation, sending the proposal to AR Deptt. , Finance Deptt. & Hon'ble LG through Spl. Director, Director & Secretary (Education), Issuance of creation order	Timeline can not be mentioned as it involves approval at various departments	Asst. Director & Spl. Director	Secretary/ Director	Fees – Nil Forms – AS prescribed Documents – As required Others – Not Applicable
3	Post continuation	1	Making a proposal for post continuation before due date, sending the proposal to Fin Deptt. Through IFA, SPI. Director, Director & Secretary (Education), Issuing of continuation order after approval of Fin. Deptt.	Timeline can not be mentioned as it involves approval at various levels	Asst. Director & Spl. Director	Secretary/ Director	Fees – Nil Forms – AS prescribed Documents – As required Others – Not Applicable

4	Post Conversion	1	Making a proposal for post conversion from temporary to permanent, sending the proposal to Fin. Deptt. Through IFA, Spl. Director, Director & Secretary (Education), Issuing of conversion order after approval of Fin. Deptt.	Timeline can not be mentioned as it involves approval at various levels	Asst. Director & Spl. Director	Secretary/ Director	Fees – Nil Forms – AS prescribed Documents – As required Others – Not Applicable
---	------------------------	---	--	---	--------------------------------	---------------------	---

Establishment – II

Format – I

Branch/Office	S.No	Main Services	Services Recipients
Establishment - II		Service: Administrative Work	
	1.	Upgrading of Recruitment Rules of PGT	PGTs
	2.	Requisition to DSSSB for Direct Recruitment of PGT & EVGCs	Eligible candidates
	3.	Promotion from TGTs of DOE to PGT	PGTs
	4.	Finalization of Seniority list of PGT	PGTs
	5.	Transfer and Posting of PGTs	PGTs
	6.	ACP, Selection Scale of PGTs	PGTs
	7.	VRS, Resignation, Technical Resignation with lien, EOL and other Miscellaneous work related to PGTs	PGTs
	8.	Court Cases related to PGTs, RTI/ CIC/ CPGRAM/ PGMS/ LG Listening Post matters	Applicants

E-V Branch

FORMAT – I

Branch/Office	#	Main Services	Services Recipients
	1	Service: Nature of Service: a) Transaction/Permission/Approval or b) information	
		1. Preparation of Policy for Guest Teacher 2. Redressal of Grievances of the Guest Teachers 3. Dealing with RTIs	Guest Teachers

Format – II

#	Service	#	Workflow Steps	Service Quality Parameter (Time Taken)	Officer responsible for each step	Overall Service Incharge	Expectation from Service Recipients
1	Preparation of Policy for Guest Teachers		N.A	Normal/ Stipulated time	DA	Competent Authority	Normal
2	Redressal of Grievances of Guest Teachers		N.A	Normal/ Stipulated Time	DA	Competent Authority	Normal
3	RTIs		N.A	Normal/ Stipulated Time	DA	Competent Authority	Normal

Vocational Education Branch

FORMAT – I

Branch/Office	#	Main Services	Services Recipients
		Service: Nature of Service: a)Transaction/Permission/Approval Or b)Information	1. School Principal 2. Teachers 3. Other Branch of Department 4. Other then above

FORMAT – II

S.no	Service	#	Workflow Steps	Service Quality Parameter (Time Taken)	Officer responsible for each step	Over all service in-charge	Expectation from service recipients
1	Transaction		Dependents on Delegation of Power	1) Same day of next day	Dependents on Delegation of Powers of concern Officers.	S.O.	Desired information/ Work must be cleared with all support for prepare file/ information or any other information will be asked from time to time.
2	Permission			2) 9 days to 10 days			
3	Approval			3) 10 days to 15 days			
4	Information			4) 5 days to 7 days (except RTI)			

Authentication Branch

#	Service	#	Workflow Steps	Service Quality Parameter (Time Taken)	Officer responsible for each step	Overall service in-charge	Expectation form Service Recipients
1	The Authentication Branch situated at C-4, Vasant Vihar New Delhi – 57, discharges the functions of authentication of Certificates/ Degrees/ Testimonials on behalf of Govt. of India. M/o HRD in r/o persons of Indian Nationality proceeding abroad for acquiring Higher Qualification or seeking employment in addition to persons already working abroad and studied in Institution/ Board/ University situated in NCT of Delhi. In addition to this office also processes authentication of Degrees/ Certificate/ Testimonials obtained by foreign students who have studied in institution located within NCT of Delhi.		Applications are received in the office in accordance with the rules notified by the Govt. of India, Ministry of HRD. After scrutinizing of the applications duly enclosed with the requisite documents as specified, letters are issued to the concerned Board University/ Institution giving out the precise details regarding academic sessions, enrolment number etc. On receiving back of the verification report from concerned institution, the original testimonials are authenticated and returned to the applicants by obtaining due acknowledgement	Immediately on receipt of application with requisite enclosures and after scrutinizing the same as per prescribed procedure highlighted in the previous (Workflow steps) a reference with all requisite details as appearing in the original Testimonials, is make to concerned Institution/ University etc. at the earliest preferably on the same day or next day through speed post as per norms.	<u>ASO – I</u> Receiving of application and preparation of letters to concerned institutions. First checker with respect to verification reports received from Institutions. <u>ASO – II</u> Scrutinizing of the documents. Second checker with respect to verification reports received from institutions. <u>DEO</u> Maintenance of Diary Dispatch records, photocopying of documents, maintenance of all records, Typing and other Misc. work. <u>MTS</u>	Section Officer	Appreciations for expeditious disposal of authentication requests with due courtesy.

					All routine work associated with the profile.		
--	--	--	--	--	---	--	--

POST FIXATION CELL

S.No	Main Services	Services Recipients
1	Service: Post Fixation	Students
	Nature of Service:	
	a) Transaction/ Permission/ Approval or	
	b) Information	
2	Service: Post Creation	Students
	Nature of Service:	
	a) Transaction/ Permission/ Approval or	
	b) Information	
3	Service: Post Continuation	Teachers
	Nature of Service:	
	a) Transaction/ Permission/ Approval or	
	b) Information	
4	Service: Post Conversion	Teachers
	Nature of Service:	
	a) Transaction/ Permission/ Approval or	
	b) Information	

Land & Estate Branch

(i) Dy. Director of Education (Land & Estate)

Sh. Sanjeev Kumar Sharma (DDE)

Ph. No. : 23819935

(ii) Land Branch

Matter related to Land Management, Correspondence for Allotment of Vacant plots from Land owning Agencies viz. DDA, I&FC etc. Land Certificate, Property Tax of Delhi Govt. Schools. Construction of Boundary Walls on Vacant plots for school buildings.

(iii) Estate Branch -

Matters related to New Construction of Pucca/SPS Govt. School Buildings, Renovation/ Demolition/Up-gradation/ Repair/ Maintenance of existing Govt. School Buildings and their Infrastructure. Construction of Additional Classrooms/Rooms under P-I, II, III (PWD), Fire-NOC, MSDP/Rooper, Delhi Jal Board, Water Sewerage & Electric connections in Delhi Govt. Schools, RWHS (Rain Water Harvesting System), Rent of School building/Office, Allotment of Govt School Buildings for conducting Exam. Construction of SCERT/DIET Buildings, School Health Clinic. Provide furniture, CCTV in Delhi Govt. Schools, Mock Drill/Disaster Management.