

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI  
DIRECTORATE OF EDUCATION: SCHOOL BRANCH  
OLD SECRETARIAT: DELHI-110054

No. F. DE.23 (363)/Sch.Br./2016/ 684

Dated: 29/04/16

CIRCULAR

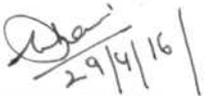
**Sub: Instructions for Deputing Teachers during Summer Vacations.**

All HOSs may depute 2-3 teachers for carrying out admission/result related/administrative work, during summer vacations with the prior approval of concerned DDEs.

The HOS has to ensure the following tasks:-

1. Upgradation of students to the next class is completed after declaration of result.
2. Admission of all students has to be completed online for all classes.
3. As the admission of class XI students has to be done online, registration is done in the admission module as per the schedule.
4. Result analysis of class XII to be carried out within one week of declaration of result.
5. Any other pending work in the school, the teachers deputed for summer vacation will be granted special Earned Leave as per CCS rules.

This issues with the prior approval of the Competent Authority.

  
(USHA RANI)  
DDE (SCHOOL)

**All Heads of Govt. Schools through DEL-E**

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Copy to:-

1. PS to Secretary (Education).
2. PS to Director (Education).
3. All RDEs/DDEs (District/Zone)/DEOs.
4. OS (IT) to please paste it on the website.
5. Guard File

  
(TAPESHWAR)  
DEO (SCHOOL)