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OFFICE OF THE DEPUTY DIRECTOR OF EDUCATION  
DISTRICT WEST-II, VIKAS PURI 'G' BLK, NEW DELHI.

NO. DDE/DISTT.W.B./Z-1302/1286

31-7-02

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(151)

To  
The Manager,  
HOLY CONVENT  
Vikas Nagar, Hastal  
Ranhaulla Road,  
New Delhi - 59.  
Sub Grant of Recognition to the school from class Ist to XIIth (with Commerce & Arts streams) (without aid) with effect from academic session 2002-03

In continuation of this office letter No. DDE/Dist/West/Z-13/1199 dated 14.7.02 on this subject noted above, Recognition to the school grant (without aid) with effect from academic session 2002-03 is granted subject to the fulfillment of the following terms and condition

1. That the school shall abide by the provision of Delhi School Education Act, 1973 and Rules frame thereunder as well as the instructions issued from time to time.
2. That the school shall admit students without any discrimination of caste and creed as per the norms of the department.
3. That the school shall appoint full time qualified and eligible staff as per the norms of the department.
4. That the school shall equip the science lab as per the norms of the department and suitable facilities for practical work shall be provided to the students. More material worth Rs. 5000/- shall be purchased during 2002-03 and a list be furnished to the Education officer for verification.
5. That a proper library shall be established and facilities for reading room shall also be made available for students as well as teachers. Books as per the ratio of ten books per student may be mentioned and facilities of reading room may also be provided immediately and more books worth Rs. 5000/- by purchasing by the start of next session and the list of books furnished to Education Officer for verification.
6. Adequate sports materials shall be purchased and made available to the students immediately.
7. That the school shall strictly abide by the provisions of Delhi School Education Act and Rules, 1973 and payment will be made as per Section 10 (1) of Delhi School Education Act, 1973 to all the employees.

*R. J.*  
MANAGER  
HOLY CONVENT  
VIKAS NAGAR, HASTAL, RANHAULLA ROAD (NEAR BRIDGE), NEW DELHI-59

*Pooja Rappat*  
Principal  
Holy Convent Sr. Sec. School  
Vikas Nagar, New Delhi-110059  
*R. J.*  
MANAGER

HOLY CONVENT  
(SR. SEC. RECOGNISED)  
VIKAS NAGAR, HASTAL, RANHAULLA ROAD, ND-59

HOLY CONVENT  
VIKAS NAGAR, HASTAL, RANHAULLA ROAD, ND-59

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8. The number of sections in each section shall not exceed the number of students available at 10 Sq Ft per student for the available floor area of the classroom and the school shall provide adequate and sufficient accommodation as per the norms of the D.E. of Education, Delhi in each class. Number of existing sections should not exceed the number of proper size in the school.
9. That the school shall dispense with the service of unqualified and over-aged staff, if any, immediately.
10. That the Government nominees on the managing committee will be asked for immediately and all decisions will be taken as mentioned in approved Scheme of the Management by PPF (ACT).
11. The Managing committee of the school shall not enhance the during the ensuing Academic session without the prior approval of the Director of education which is adequately requirement under sub-section (3) of Section 17 of Delhi School Education Act, 1973.
12. The Managing Committee shall regulate the functioning of school strictly in accordance with the provisions of Act, and Rules.
13. That the service contract between the management and the employees, shall be executed immediately.
14. That all the facilities prescribed under rule 56 and 57 of the DSER 1973 shall be made available to the students, provisions of rules 6 & 7, 8 be strictly observed.
15. That the arrangement of good drinking water shall be made available to call the students/teachers and sanitary facilities shall also be provided to the students immediately.
16. Fresh Health Certificate may be obtained from the MCD with a month and be submitted to Education Officer concerned for verification.
17. The staff should be paid full salary through cross cheques from the date of opening of the school and the proof should be shown to the concerned E.O.
18. Proof of the effect that the staff has been appointed as per Recruitment Rules be provided to the E.O. for his verification.

*R. Sharma*  
MANAGER

**HOLY CONVENT**

VIKAS NAGAR, HASTSAL, RAJWAHA ROAD, NEW DELHI

**HOLY CONVENT**

(SR SEC. RECOGNISED)

VIKAS NAGAR, HASTSAL, RAJWAHA ROAD, NO. 59

*R. Sharma*  
MANAGER

**HOLY CONVENT**

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*Pooja Rappu*  
Vice Principal

Holy Convent Sr. Sec. School  
Vikas Nagar, New Delhi-110059

19. That the school shall not run any unrecognized classes or any other activities within the school premises and all the recognized classes shall be run at one place at the above address only. Nursery classes be removed from the premises of the school immediately, if any.
20. The Management of the school will obtain land from DDA in the name of the society through Directorate of Education, Delhi and shall construct a school building thereon for the school as per specification of the Department within a period of 2 years. That adequate and sufficient accommodation @ 10 Sq. ft. per student shall be provided for the class room. The normal size of the class room will 24' x 20'. No other activities other than education shall be run.
21. That the Nursery classes will not run in the building occupied by the school.
22. Medical facilities/leave, L.T.C., Bonus, Teaching allowance, EPF etc. be paid from the date of recognition of school.
23. Arrears of pay etc. due to be pay fixation of Fourth pay commission Report 1986 be paid immediately.
24. Provident Fund Register be maintained and cash book be completed and shown to E.O. of zone concerned for verification from time to time.
25. Staff to appointed as per norms of Directorate of Education, i.e. PET Yoga Teacher, Domestic Science Teacher, Drawing Teacher, Music Teacher, Regional language teacher and SUPW teacher be appointed and other staff one assistant for each primary section and one and half TGT for each section of middle class as per post fixation norms of Directorate of Education be obtained immediately.
26. That copies of the appointment letter issued to the staff be provided to the E.O. for verification.
27. That the violation of any instructions/ orders/ conditions/ rules and regulation of the department shall lead to the withdrawal of recognition of the school and class IX shall not opened without the prior approved of the Director of Education, Delhi.

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*R. Sharma*  
MANAGER  
**HOLY CONVENT**  
VIKAS NAGAR, HASTSA, RANHAULLA  
ROAD (NEAR BRIDGE), NEW DELHI-59

*R. Sharma*  
MANAGER  
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VIKAS NAGAR, HASTSA, RANHAULLA BRIDGE, NO.59

*Joe Rajput*  
Vice Principal  
Holy Convent Sr. Sec. School  
Vikas Nagar, New Delhi-110059

*R. Sharma*  
MANAGER  
**HOLY CONVENT**  
(SR. SEC. RI. COGNISED)  
VIKAS NAGAR, HASTSA, RANHAULLA ROAD, NO.59

(11) (12) (13) (14)

28. That the total allowance of Director of Education, Delhi & Manager of the school shall be ... equivalent to three months salary of the staff

29. That a report about the fulfillment of the above conditions giving the extent to which each condition is fulfilled shall be sent to the Education officer every six months

Yours faithfully,

*(Signature)*

(DALJEET KAUR)  
DEPUTY DIRECTOR OF EDUCATION  
DISTT. WEST - B

No. DDDE/Dist. W.B./Z-18/02/12-81-82

Dated: 31-7-02

Copy to:-

- 1. Addl. D.E. (Act/School)
- 2. Regional Director (West)

*(Signature)*

(DALJEET KAUR)  
DEPUTY DIRECTOR OF EDUCATION  
DISTT. WEST-B

*(Signature)*

MANAGER  
HOLY CONVENT  
VIKAS NAGAR, HASTSAL, RANHAULLA BRIDGE, N.D-59

Dated:

*(Signature)*  
MANAGER

HOLY CONVENT  
(SR SEC RECOGNISED)  
VIKAS NAGAR, HASTSAL, RANHAULLA ROAD, N.D-59

*(Signature)*  
Vice Principal

Holy Convent Sr. Sec. School  
Vikas Nagar, New Delhi-110059

*(Signature)*  
MANAGER  
HOLY CONVENT  
VIKAS NAGAR, HASTSAL, RANHAULLA  
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