

OFFICE OF THE EDUCATION OFFICER: ZONE: S: 17
DISTRICT SOUTH: DEFENCE COLONY: NEW DELHI

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No. Z-S-17/92/ 225

Dated: 7/2/92

To

The Manager/Principal
Saraswati Bal Mandir sec. school
Nehru Nagar, New Delhi-110064

Sub:- Upgradation of School

Sir,

Please refer to your letter dated 22/1/92 on the subject cited above. You are requested to get the scheme of Management approved from the competent authority. In this connection you are requested to intimate whether the school authorities have applied for change of name, in r/o the school as desired by DDE(Act) vide letter No.F.15/Act/SM/648/91/12586 dt 26/12/91 ✓

Yours faithfully, ✓

S. S. Mehta

(MRS. S. MEHTA)
DY. EDUCATION OFFICER
ZONE: S: 17 ✓

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No.: F.1.2-17/91/ 2347

Dt.: 28/8/91

To

The Principal/Manager
Saraswati Bal Mandir
Nehru Nagar
New Delhi

sub: Upgradation of the school upto Senior Secondary Stage.

Sir,

Kindly refer to your letter dt. 2.7.91 and the subsequent inspection of the school by the Panel of Officers. I am directed to convey that the following records and formalities may be completed at the earliest for processing the case for the upgradation of the school :-

1. Scheme of Management may be got approved from the Competent Authority.
- ✓ 2. Health Certificate be obtained.
3. Unauthorised primary classes in the same campus may be removed and their case for recognition be moved to the appropriate authority.
4. Compliance Report of the conditions of upgradation from middle to Secondary vide this Office Letter No.F.1.(15)/Recg./Z-7-B/78-79/4252 dt. 10.7.79 be sent.
5. Post of teachers/Staff be filled in as per Post Fixation norms. As per the norms the school is short of the following :-

1. PET : 2, one male, one female.
2. ✓ WET : 1
3. Lab. Asstt. : 1
4. Supdt. : 1.
5. H.C. : 1.
6. U.D.C. : 1.

Total : 7

6. Qualified staff be recruited as per the Recruitment Rules. E.g. the Librarian, and Smt. Shobha Sharma, PGT (Adhoc recruitment) do not fulfil the requisite qualification.
7. More Books/Science/Sports Equipments be purchased as per rule 50 and 51 of DSER & Act, 1973.
8. Stock-Registers be maintained as per rules.

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9. Provisions of Rule 105 of Delhi School and Education Act and Rules, 1973 regarding Appointment, Probation/Confirmation of Teachers be completed with. On completion of one year satisfactory service the teacher be issued confirmation letter and probation be not extended unnecessarily. The following teachers inspite of completing two years of service have not been declared completely confirmed.
1. Sh. Jitender Arora, MT TGT.
 2. Sh. Puroshotam Baloni, TGT,
 3. Smt. Geeta Garg
10. There are 7 Class IV on the Pay roles of the school, but none was seen in the school. Service books/Personal files/Appointment letters in respect of class IV staff ~~are~~ are not maintained. They are not being paid regular prescribed Pay Scale and allowances and benefits.
11. Service Books of staff be updated and maintained properly as per the directions given in the meeting.
12. The school does not have a Managing Committee of its own all the affairs be controlled by the Society & named "Samarth Shiksha Samiti" which should have no role to play in the day today functioning of the ~~society~~ School.
13. Progress regarding construction of Class Rooms for the existing classes be ~~monitored~~ monitored and the work be undertaken at war-footing for proper academic climate of the school.

All the above/mentioned points were discussed with the Principal.

Yours faithfully,

Krishna Gadi

(KRISHNA GADI)
EDUCATION OFFICER
ZONE : S-17

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