

GOVERNMENT OF N.C.T. OF DELHI
DIRECTORATE OF EDUCATION: AIDED SCHOOL BRANCH
OLD SECRETARIAT: DELHI-110054.

F.No.ASB/Misc./HQ/2017/2341 to 2345

Dated: 16/8/17

CIRCULAR

Please refer to this office circular No. DDE/Act/15/2004/9012-9062 dated 24/11/2004, vide which guidelines were issued for submission of application for approval of Scheme of Management cases so that unnecessary correspondence arising out of deficiencies being noticed in the applications for approval of Scheme of Management can be avoided .

All the Managements of Aided Schools through concerned Deputy Directors(Districts) are directed to ensure compliance of said guidelines issued vide circular dated 24/11/2004 without fail (Copy enclosed).



(PAWAN KUMAR)
DY. DIRECTOR(ASB)

F.No.ASB/Misc./HQ/2017/ 2 341 to 2345

Dated: 16/8/17

Copy forwarded for information and necessary action to:-

1. PS to Secretary Education, Govt. Of NCT of Delhi.
2. PS to Director of Education, Dte. of Education.
3. All Regional Directors, Directorate of Education.
4. All Dy. Directors (Districts), Directorate of Education.
- ✓ 5. Incharge Computer Cell, for putting the circular on the website.



(PAWAN KUMAR)
DY. DIRECTOR(ASB)

GOVERNMENT OF N.C.T. OF DELHI
DIRECTORATE OF EDUCATION (ACT BRANCH) ROOM NO. 212A:
OLD SECTT: DELHI.

4/E (13)

No. DDE/Act/15/2004

9012-9062

Dated:

24/11/04

CIRCULAR

While scrutinizing the cases of Scheme of the Management, it has been observed that there is need to issue guidelines for submission of application for approval of Scheme of Management cases so that unnecessary correspondence arising out of deficiencies being noticed in the applications for approval of Scheme of Management can be avoided. Accordingly following guidelines are issued for future applicants for their convenience:-

1. Draft of scheme of management must be in triplicate (in original), duly signed and stamped by Manager of society, should be as per prescribed proforma in DSI:R 73.
2. Certificate of Registration, MOA and RR of the society duly signed and stamped by either President or Secretary of the society and attested by gazetted officer.
3. The Rule of MOA of the Society under which the G.B. is empowered for constitution of MC school be clearly quoted in scheme of management. In case there is any amendment in the rule of MOA, the certified amended copy of MOA issued by Registrar of Society must be attached.
- ✓ 4. The members of the G.B. of the society should not only be graduates, but they must be persons of some experience in the field of education.
5. In RR of society there must be a provision indicating the manner of nomination / election of the representative of the society on Managing Committee of school run by it. In case of nomination, it should specify the authority competent to do so.
6. Certificate that there has been no change in Governing body members since the registration of society, be enclosed alongwith the annual lists of members as submitted to Registrar of Society.

In case there has been a change, a copy of the list of members endorsed by the office of Registrar of Society should be enclosed.

3/c (1/19)

7. Affidavit in r/o no blood relationship among the Governing Body members be furnished by President / Secretary of the society duly attested by Notary.
8. Affidavit that members of G.B. are not in Govt. service duly attested by the Notary. If anyone is in government job, then a no objection certificate from his / her employer be attached.
9. List of present GB members stating their names, residential address, occupation, occupational address, designation, educational qualification and signature of each member.
10. Biodata proforma in r/o members of G.B. members supported with documents of their educational qualification / Experience Certificates duly attested by a gazetted officer. The biodata proforma should be duly counter signed and stamped by the competent authority of the society.
11. List of the members of managing committee stating their names, residential address, occupation with occupational address, designation, educational qualification and signature of member.
12. The attested copy of academic qualification of the Manager. Attestation should be done by gazetted officer.
13. Attested copy of the certificate of educational Administrative experience in r/o the Manager. A Manager is required to have at least 10 years total experience in teaching and educational administration. Out of 10 years at least 03 years shall be as incharge of MCD / NDMC / Recognised / Middle / Sec. / Sr. Sec. school. This certificate must be duly counter signed by EO / DEO of the concerned zone
14. Copy of EC issued by the Directorate of Education. In case its period has expired, then revalidated copy be submitted.
15. Whether the society is managing any other school if so, details may be given.
16. Any other relevant information.

Original documents are not to be attached with the application for approval of Scheme of Management but to be kept ready for verification as and when asked by the Department.

18. Each and every document should be forwarded by person empowered for doing so in MOA.
19. It would be highly appreciated if the papers are arranged in serial order mentioned above.

The above guidelines are issued for the convenience of future applicants of Scheme of Management

Rajendra
(RAJENDRA KUMAR)
DIRECTOR OF EDUCATION

Copy forwarded for information and necessary action to:-

1. Secretary to Minister of Education, Govt. of NCT of Delhi.
2. PS to Secretary Education, Govt. of NCT of Delhi, Old Sectt., Delhi.
3. All Additional Directors of Education, Directorate of Education, Govt. of NCT of Delhi, Old Sectt., Delhi.
4. All Regional Directors, Directorate of Education, Govt. of NCT of Delhi.
5. Joint Director (Admn.), Directorate of Education, Govt. of NCT of Delhi.
6. Dy. Controller of Accounts, Directorate of Education, Govt. of NCT of Delhi.
7. All Deputy Directors of Education, Directorate of Education, Govt. of NCT of Delhi.
8. All Assistant Directors of Education, Directorate of Education, Govt. of NCT of Delhi.
9. All Education Officers/Deputy Education Officers, Directorate of Education, Govt. of NCT of Delhi through their respective Deputy Directors of Education, Govt. of NCT of Delhi.
10. PS to Director of Education, Directorate of Education, Govt. of NCT of Delhi.
11. Incharge Computer Cell for putting these guidelines in the web site.