

GOVT. OF NATIONAL CAPITAL TERRITORY OF DELHI  
OFFICE OF THE DEPUTY DIRECTOR OF EDUCATION  
DISTT. NORTH/EAST, YAMUNA VIHAR, DELHI.

Dated... 3/1/04

No. DDE/NE/2004-05/ Z-VI/ 834

To,

The Manager,  
St. Marks Public School  
25ft. Lal Mandir Road.  
Harsh Vihar, Delhi - 110093.

**Sub: Grant of recognition to the School from Class Ist to VIIIth ( Without aid) w.e.f. Academic session 2004-2005.**

Sir,

With reference to your application on the subject noted above, I am directed to grant recognition to your school under rule 52 of DSER, 1973 from class Ist to VIII (Without aid) subject to the fulfillment of following conditions:

1. That the school shall abide by the provision of Delhi School Education Act, 1973 and Rules framed thereunder as well as the instructions issued by the Directorate of Education from time to time.
2. That the school shall admit students without any discrimination of religions, race, caste or place of birth 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.
5. That the 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 provided and facilities of reading room shall also be provided immediately.
6. Adequate sports material shall be purchased and made available to the students immediately.
7. That the school shall strictly abide by the Delhi School Education Act & Rules, 1973 and payment will be made as per Section 10(I) of Delhi School Education Act, 1973 read with 126 of the Rules to all the employees by crossed cheque.

Manager

St. Marks Sr. Sec. Public School  
Harsh Vihar, Delhi - 110093

That the enrolment in each section shall not exceed the number of students one Sq.Mtr. per student for the available floor area of the class room and the school shall provide adequate and sufficient accommodation as per the norms of the Directorate of Education, Delhi in each class.

Principa.

St. Marks Sr. Sec. Public School  
Harsh Vihar, Delhi - 110093

St. Marks Sr. Sec. Public School

Sum Singh  
Principal

9. That the school shall dispense with the services of unqualified and over aged staff, if any, immediately.
10. That the Govt. nominees on the Managing Committee to be constituted as per the approved scheme will be asked for immediately from the Distt. D.D.E. (N/E).
11. The Managing Committee of the School shall not enhance the fee during the ensuing academic session without the prior approval of the Director of Education.
12. The Managing Committee shall regulate the functioning of the school strictly in accordance with the provisions of the Act and the Rules.
13. That all the facilities prescribed under Rule 50 and 51 of the DSER 1973 shall be made available to the students.
14. That the arrangement of good drinking water shall be made available to all the students/teachers and sanitary facilities shall also be provided to the students.
15. 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.
16. Arrears of pay etc., due to pay fixation of Vth Pay Commission Report, 1996 remaining unpaid shall be paid where applicable.
17. Provident Fund register be maintained and cash book be completed and shown to Education Officer of the Zone for verification from time to time.
18. That the violation of any instruction/orders/conditions/rules and regulations, the Department shall lead to the withdrawn of recognition of the school and class IX shall not be opened without the prior approval of the Director of Education.
19. The School building does have the sanctioned plan passed by the local authority. Recognition has been granted to the school owing to the demand of the school in the area and as such, this recognition is without prejudice to the regularization of the school building or its demolition on account of the structure being unauthorized and in that event this Directorate may be intimated alternative arrangement for the students studying in the school.
20. That the Managing Committee of the school shall create a reserve fund equivalent to three months salary or Rs. 2 lakh + Rs. 80/- per student whichever is less in a joint account in the name of DDE (N/E), the undersigned, and the Manager of the school in a Scheduled Bank.

*[Handwritten signature]*

Manager

St Marks. Sr. Sec. Public School  
Harsh Vihar, Delhi-110093

Principal  
St. Marks Sr. Sec. Public School  
Harsh Vihar, Delhi-110093

*[Handwritten signature]*  
Principal

3/2/7

21. Proof to the effect that the staff has been appointed as per recruitment rules be provided to the Education Officer for verification. Fresh service agreement draft should also be submitted to the DDE (N/E) for approval.
22. Draft appointment letter to be issued to the staff should be got approved from the DDE(N/E).
23. That a report of the fulfillment of the conditions giving the extent to which each condition has been fulfilled shall be sent to the education officer every six months.
24. The school will issue fresh appointment letter to all employees, as per DSER, 1973, specimen copy of appointment letter is enclosed.
25. The school shall made provisions to properly to dis-infect the water for drinking.
26. It would not be possible for the department to upgrade the school as the school is in possession of Land measuring 1846 Sq.Yds. as the land norms for middle/secondary/Sr. Secondary level have been revised w.e.f. 20.12.2002.

Yours

*for 2/7/4*

(DHARAM VIR SINGH)  
Dy. Directorate of Education  
Distt. N/E, Yamuna Vihar,  
Delhi - 110053.

No. F.DDE/NE/2004-05/Z-VI.

Dated .....

Copy to :-

1. Add. Director Education (Schools), Old Sectt. Delhi.
2. J.D.E. (Fig.), Old Sectt., Delhi.
3. D.D.E.(CW) Lucknow Road, Delhi.
4. D.D.E. (Act), Old Sectt., Zone-VI.
5. Education Officer, Zone-VI.
6. Master File.

(DHARAM VIR SINGH)  
Dy. Directorate of Education  
Distt. N/E, Yamuna Vihar,  
Delhi - 110053.

*S. Singh*  
Principal  
St. Marks Sr. Sec. Public School  
Harsh Vihar Delhi-110093

*[Signature]*  
Manager  
St Marks. Sr Sec. Public School  
Harsh Viha Delhi-110093

St. Marks Sr. Sec. Public School  
*S. Singh*  
Principal

OFFICE OF THE DEPUTY DIRECTOR OF EDUCATION  
DISTT. NORTH - EAST, B BLOCK, YAMUNA VIHAR, DELHI

No. DDE/NE/Zone-VI/2005-06/ 701

Date 19/5/05

To

The Chairman,  
St. Marks Public School,  
25 ft. Lal Mandir Road, Harsh Vihar, Delhi-93

Subject: - Upgradation of school from Middle to Senior Secondary (Arts & Commerce Stream only) stage with effect from Academic Session 2005-2006 (Without Aid).

Sir,

With reference to your applications dated 24-11-04 on the above cited subject. I am directed to convey the approval of the appropriate authority for Upgradation of your school from Middle to Senior Secondary level with effect from academic session 2005-2006 (Arts & Commerce Stream only) subject to the fulfillment of the following terms & conditions (Without aid):-

1. That the school shall abide by the provisions of Delhi School Education Act, 1973 and Rules framed thereunder as well as the instructions issued from time to time by the Department.
2. That the school shall admit students without any discrimination of caste and creed.
3. That the school shall meet the additional liability of Sr. Secondary classes along with additional class rooms for class XI & XII.
4. 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 10 books per student shall be purchased and made available to the students.
5. That the adequate sports material shall be purchased and made available to the students.
6. That the school shall strictly abide by the provisions of section 10(1)(A) of the Delhi School Education Act/Rules, 1973.
7. That the school shall not run any un-recognised class or non-educational activities within the school premises and all the recognized classes shall be run at one place at the above address only. Nursery classed be removed from the premises of the school immediately, if any.
8. That the school shall dispense with the services of unqualified and over aged staff, if any, immediately.
9. The Management of school will obtain land from the DDA, if already not obtained, in the name of society through Director of Education, Delhi and shall construct the school building thereon the school as per specifications of the Department within a period of two years. That adequate and sufficient accommodation of 10 Sq.ft. per student shall be provided and the class room size shall be not less than 300 sq.ft. area.

Manager  
St Marks. Sr Sec. Public School  
Harsh Viha. Delhi-110093

*S. Singh*  
Principa.

St. Marks Sr. Sec. Public School  
Harsh Vihar, Delhi-110093

19/5/05

10. That proper facilities for drinking water, toilets and first aid be provided, separate toilets for boys, girls and separate toilets for Ladies & Gents staff be also provided.
11. That the Managing Committee of school shall not increase/enhance fee during the ensuing academic session without prior approval of the Director of Education which is mandatory requirement under sub-section (3) of Section 17 of Delhi School Education Act & Rules, 1973.
12. That the school authority will apply for P.F. facilities to the provident Fund Commissioner and will provide the same to the staff in proper manner.
13. That all the facilities prescribed under Rule 50 and 51 of the school Education Rules, 1973 shall be made available to the students.
14. That the management of the school shall create a reserve fund equal to the minimum of Rs. Two lacs plus Rs. 80/- per student in the joint name of the Director of Education and Manager of the school.
15. That the school shall comply with the norms of the CBSE for affiliation for examination purpose.
16. The school will apply for nominee of DE/Advisory Board to the Act Branch of Directorate Of Education, if not already provided.
17. The school should continue to provide P.F., LTC, Medical facilities to the staff as per DSER.
18. That the report about the fulfillment of the above conditions shall be sent to the Education Officer within 06 months.

*(Signature)* 19/5/05

(DHARAMVIR SINGH)  
DEPUTY DIRECTOR OF EDUCATION  
DISTT. NORTH - EAST

No. DDE/NE/Zone-VI/2005-06/

Dated :

Copy to :-

1. DDE (Plg.) Dte. Of Education, Timarpur, Delhi
2. DDE (CW), Dte. Of Education, Lucknow Road, Delhi.
3. DDE (Act), Dte. Of Education, Old Sectt., Delhi.
4. Addl. DE (School), Dte. Of Education, Old Sectt., Delhi.
5. Education Officer, Zone-VI, Distt. North - East, Delhi.
6. Secy., CBSE-2, Community Centre, Preet Vihar, for affiliation purpose.
7. PS to Regional Director (East), Rani Garden, Delhi.
8. Master/Concerned File.

*(Signature)*

**Manager**  
St Marks. Sr Sec. Public School  
Harsh Vihar Delhi-110093

(DHARAMVIR SINGH)  
DEPUTY DIRECTOR OF EDUCATION  
DISTT. NORTH - EAST

*(Signature)*  
**Principal**  
St. Marks Sr. Sec. Public School  
Harsh Vihar, Delhi-110093

**CENTRAL BOARD OF SECONDARY EDUCATION**

SHIKSHA KENDRA, 2, COMMUNITY CENTRE, PREET VIHAR,  
DELHI-110 092.

AFFLN. NO./2730508 /

**Annexure-A**

**Other Conditions:**


Conditions for which compliance to be submitted within three months of issue of sanction letter:

1. Running starting of Class IX/X & XI/XII without prior Provisional Affiliation upto Secondary level/Sr. Secondary level from the Board would be unauthorized classes and school shall be responsible for the consequences arising out of it.
2. Non-submission of application for extension of provisional affiliation by 30<sup>th</sup> June of the year preceding to the year by which provisional affiliation granted, expires, would also attract violation of provisions of Affiliation Bye-laws.
3. School will not prepare any student/start any class for any other Board except CBSE from their CBSE affiliated school building/premises.
4. The Board would not allow any transfer of property/sale of school by one society/ Management/ Trust to another Society/Management/Trust through agreement/sale deed and the school shall not be closed down in the same premises. In case such transaction is effected explicitly or implicitly the Board shall withdraw its affiliation with immediate effect.
5. Pay & Allowances to staff should be revised time to time to bring it at par with that to State Government.
6. The service conditions be strictly followed as per State Education Act and Staff be given appointment/confirmation letters etc. accordingly.
7. 5-6 names of persons (atleast 2 from KVS/JNV) not below the rank of Principal of Sr. Secondary School affiliated with the Board be recommended so that two of them may be approved by the Board as its nominee in the School Managing Committee.
8. The school shall maintain section teacher ratio at least 1:1.5 at each level i.e. Primary (I-V) Secondary (VI-X) and Sr. Secondary (XI-XII).
9. The school has to constitute a committee for protection of woman from sexual harassment at the work place and to abide by the guidelines and norms prescribed by the Hon'ble Supreme Court of India in W.P. Criminal No.666-70 of 1992 Vishaska and other State of Rajasthan and other delivered on 13.8.1997.
10. Rs .4500/--on account of annual fee for the **Three year** may please be remitted.
11. The school shall maintain Reserve Fund in the joint names of the Manager of the school concerned and the Chairman of the Board in the scheduled Bank to the extent indicated below:-

Upto -	500	Students	Rs.60,000/-
501 -	750	"	Rs.80,000/-
751 -	1000	"	Rs.1,00,000/-
Above -	1000	"	Rs. 100/- per student round to nearest thousand.

The interest accruing out of the deposit of reserve fund made by the Institution at the time of affiliation/extension of affiliation be not withdrawn by the management under any circumstances what so ever.

  
**Manager**  
St Marks. Sr. Sec. Public School  
Harsh Vihar, Delhi-110092

  
**Principal**  
St. Marks Sr. Sec. Public School  
Harsh Vihar, Delhi-110093

  
**Asstt. Secretary (Affl.)**

**OFFICE OF THE DISTRICT DIRECTOR OF EDUCATION  
DISTT. NORTH EAST : 'B' BLOCK : YAMUNA VIHAR : DELHI**

No. DDE (NE)/ZONE-VI/2006-07/ 3428

Dated: - 16/5/06

To,

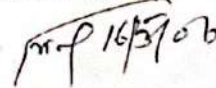
✓  
The Chairman  
St. Marks Sr. Sec. Public School  
25 Ft. Lal Mandir Road,  
Harsh Vihar, Delhi-110093

**Sub: Introduction of Science at +2 stage.**

Sir,

With reference to your application dated 21.11.05 on the above cited subject. I am directed to convey the approval of appropriate authority for introduction of Science at +2 stage with Physics, Chemistry, Biology and Computer Science at St. Marks Sr. Sec. Public School, 25 Ft. Lal Mandir Road, Harsh Vihar, Delhi with effect from Session 2006-2007.

Yours faithfully



**(DHARAM VIR SINGH)**  
Dy. Director of Education  
Distt. North East

No. DDE (NE)/ Zone-VI/2006-07/

Dated:

**Copy to: -**

1. R.D. (East), Rani Garden, Delhi
2. DDE (Act), Old Sectt., Delhi
3. DDE (C.W.), Lucknow Road, Delhi
4. DDE (Plg.), Old Sectt., Delhi
5. Education Officer, Zone-VI, Distt. N/E

**(DHARAM VIR SINGH)**  
Dy. Director of Education  
Distt. North East