

Dated: 8-9-78

To
The Manager
Education Point Convent School
F-36, Vikas Nagar
New Delhi - 110059.

Sub: Grant of Recognition to the school from class 1st to VIII (without aid) with effect from academic session 2000-2001 for a school.

Sir,

With reference to your application on the subject noted above, I am directed to grant recognition to your school from class 1st to VIII (without aid) w.e.f. 2000-2001 session subject to the fulfilment of the following terms & conditions:-

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 2000 and a list be furnished to the Education Officer for verification.
5. That a p-roper library shall be established and facilities for reading room shall also be made available for student as well as teachers. Books as per the ratio of ten books per student may be maintained and facilities of reading room may also be provided immediately and more books worth Rs. 5000/- by purchased 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(2) of Delhi School Education Act, 1973 to all employees.
8. That the enrolment in each section shall not exceed the number of students calculated @ 12 sq. ft. 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 Dte. 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 services 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 PPE(ACT).

11. The Managing Committee of the school shall not observe the term during the ongoing Academic session without the prior approval of the Director of Education which is mandatory 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 provision 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 50 of the Delhi School Education Act, 1973 shall be made available to the students. Provision of rules 6 & 7, shall be strictly observed.
15. 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 immediately.
16. Fresh Health Certificate may be obtained from the MCD within 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 to the effect that the staff has been appointed as per Recruitment Rules be provided to the E.O. for his verification.
19. That copies of the appointment letter issued to the staff as provided to the E.O. for verification.
20. That the school shall not run any unrecognised classes or any other activities within the school premises and all the recognised classes shall be run at the place at the above address only. Nursery classes be removed from the premises of the school immediately, if any.
21. 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 @ 12 Sq. ft. per student shall be provided for the class room. The normal size of the class room will be 24'x20'. No other activities other than education shall be run.
22. That the N-nursery classes will not run in the building occupied by the school.
23. Medical facilities/Leave, LTC, Bonus, Teaching allowance, CPF etc. be paid from the date of recognition of school.
24. Arrears of pay etc. due to be pay fixation of Fourth pay commission Report, 1986 be paid immediately.
25. Provident Fund Register be maintained and cash book be completed and shown to E.O. of zone concerned for verification from time to time.
26. Staff be appointed as per norms of Directorate of Education, i.e. PET Yoga teacher, Domestic Science Teacher, Drawing Teacher, Music teacher, Regional language teacher and SIF 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 pay fixation norms of Directorate of Education be obtained immediately.

That the violation of any instructions/order/condition/ rule and regulation of the department shall, lead to the withdrawal of recognition of the school and class (X) shall not operate without the prior approval of the Director of Education, Delhi.

That a Reserve fund in the name of Director of Education, Delhi & of Manager of School shall be created in a scheduled bank, amount value of Rs. 100000/- & salary of the Manager.

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,

R.K. Sharma
21/9/2000

(DR. R.K. SHARMA)
DEPUTY DIRECTOR OF EDUCATION
DISTT: WEST 'B'

No. DDE/113(243)/Z-18/99/

Dated _____

Copy to:-

1. Addl. D.E. (S)
2. Addl. D.E. (Admn)
3. D.D.E. (Act)
4. D.D.E. (W)
5. PA to Secy. (Edn)
6. PA to DE
7. JDE (Admn)
8. State Unit E.O.
9. Personal Branch of DDE(W)

(DR. R.K. SHARMA)
DEPUTY DIRECTOR OF EDUCATION
DISTT: WEST 'B'

[Signature]
Manager
Education Point Convent School
Recognised & Affiliated to C.B.S.E.
Plot No. 3 & 4, Vikas Nagar
Som Bazar Road, New Delhi-110059

[Signature]
Principal
Education Point Convent School
Recognised & Affiliated to C.B.S.E.
Plot No. 3 & 4, Vikas Nagar
Som Bazar Road, New Delhi-110059

**OFFICE OF THE DEPUTY DIRECTOR OF EDUCATION
ZONE-18,VIKAS PURI,NEW DELHI-110018,Phone No. 01128546090**

No.DDE/WB/E.O.Zone-18/2026/43

Dated: 15/01/2026

To,

The Manager /HOS,
Education Point Convent School,
Plot No. 3 & 4, Vikas Nagar,
Som Bazar Road,Uttam Nagar,
New Delhi-110059

Sub: Extension of Provisional Recognition of School from VIIIth to Sr. Secondary Level (Arts, Commerce and Science Streams) w.e.f. 01.04.2026 to 31.03.2036 in r/o. Education Point Convent School, Plot No. 3 & 4, Vikas Nagar, Uttam Nagar, New Delhi-110059

Sir/Madam,

With reference to your application on the subject cited above, I am directed to convey the approval of Director (Education) vide UO NO. 6526 dated 26/12/2025 to Extension of Provisional Recognition of School from VIIIth to Sr. Secondary Level (Arts, Commerce and Science Streams) w.e.f. 01.04.2026 to 31.03.2036 in r/o **Education Point Convent School, Plot No. 3 & 4, Vikas Nagar, Uttam Nagar, New Delhi-110059** subject to the following conditions:-

1. Final outcome of the notification of MoUD, Govt. of India.
2. That the school shall observe the relevant provisions of DSEAR, 1973 & RTE Act, 2009 and directions/instructions issued by the Department from time to time
3. That the school shall comply with the orders dated 07.11.2017/guidelines of DoE and judicial pronouncement w.r.t. safety of the students and shall take all necessary steps to this effect.
4. That the school shall comply with provisions of Section 10(1) read with rule 125 of DSEAR, 1973.
5. That the school shall comply with clause 14 of order No.F.DE/15(56)/ACT/2009778 dated 11.02.2009 in r/o maintenance of DRF. School also follows FN-21 'Accounting by schools' as issued by Institute of Chartered Accountants of India (ICAI) for proper accounting treatment.
6. That the school shall obtain Police Clearance certificate i.r.o. school staff and submit the compliance report to the district authorities within 02 months.
7. That the school shall make payment of salary and other admissible allowances to its teaching/non-teaching staff as per ongoing CPK

through bank/RTGS and submit the compliance report within 02 months to the district authority.

8. That the school shall comply with the order F.No. DE.15(305)/PSB/Misc./2020/Pt.file-II/5658-5662 dated 21.06.2023 with regard to appointment of Special Educator.
9. That the school shall comply with the order dated No.DE.15(305)/PSB/2020/Pt.File-I/5641-5647 dated 20.06.2023 regarding submission of renewed /updated certificate like Fire NOC, Water test report, School Health Certificate, School Building Certificate/ Structural stability certificate to the zonal authorities of DoE.



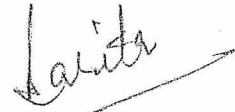
DDE (DISTT. WEST-B)

No.DDE/WB/E.O.Zone-18/2026/

Dated:


Copy for information and necessary action to:-

01. PA to Director of Education, Old Sectt., Delhi-110054
02. DDE (Planning), Directorate of Education.
03. DDE (PSB), Directorate of Education, Civil Lines, Delhi-110054.
04. District West-B, Vikas Puri, Delhi.
05. Guard File.



DDE (DISTT. WEST-B)

Manager
Education Point Convent School
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Som Bazar Road, New Delhi-110059


Principal
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