

**FORMAT OF CERTIFICATE TO BE ISSUED BY THE DISTRICT EDUCATION OFFICER IN RESPECT OF SCHOOLS  
ALREADY AFFILIATED WITH THE BOARD AND SEEKING EXTENSION/UPGRADATION OF AFFILIATION WITH  
THE CENTRAL BOARD OF SECONDARY EDUCATION**

(In accordance with **School Safety Policy, 2016** issued by the NDMA, **Manual on Safety and Security of  
Children in Schools** developed by NCPCR and the **National Building Code**)

**PART-A**

(This part is to be filled-up by the school and to be produced before the District Education Officer along with  
all supporting documents and certificates in original)

**GENERAL INFORMATION**

1	Affiliation Number allotted by CBSE to the school:	2730393
2	Name of the School as per affiliation letter of CBSE:	New Delhi Convent School
3	Address of the School:	RZ H 121 Raj Nagar Part 2 Palam colony
4	Standard/level/class up to which the school is running:	I to XII
5	Is the name and address of school in CBSE affiliation letter and State NOC/Recognition/U-DISE same exactly the same	YES
6	U-DISE code allotted to the school:	07080314203
7	Name and address of the Trust/Society/ Company (under section-8) running the School as on date	JAI SHREE DADA DEV EDUCATIONAL AND CHARITABLE SOCIETY WZ 702 PALAM VILLAGE NEW DELHI 110045
8	Is the Trust/Society/ Company duly registered with the competent registering authority and the registration is valid as on date?	YES
9	Purpose of present application:	EXTENSION
10	Location of school	<p align="center">IN THE MUNICIPAL LIMITS OF NCT OF METROPOLITAN CITY</p> <p>* In the municipal limits of metropolitan city</p> <p>* In the municipal limits of city having population more than 15 lakhs</p>

**PRINCIPAL**

New Delhi Convent School  
(Signature of Principal)  
RZH-121, Raj Nagar-2, Palam  
Colony, New Delhi-110045

Dy. Director of Education  
(Zone-21) South West (E)  
Najafgarh New D.

(Signature of D.E.O.)

Director  
New Delhi

**APPENDIX-III**

10	Has the school obtained Recognition Certificate from the State Government from class-1 to 8 <sup>th</sup> ?	<b>YES</b>
11	Number of Recognition Certificate from class-1 to 8 <sup>th</sup> and date of issue:	1421/Z-23(WEST) Dated 01/5/1991
12	Is the School affiliated to any other board besides CBSE for Class-X or XII examinations?	<b>No</b> YES/NO (If yes name of the Board)

**INFORMATION REGARDING LAND DETAILS AND OWNERSHIP**

13	Is the school situated on a single contiguous plot of land bounded on all sides by a Pucca Boundary Wall?	<b>Yes</b>
14	Are both the School and the Play Ground situated in a single compound bounded by a single continuous Boundary Wall on all sides?	<b>Yes</b>
15	Total area (in square meters) in respect of 13 and 14 above on which the school is situated:	4147 sq.m.
16	The land is in the possession of the school/ Trust/Society/Company legally by way of:	Lease Deed
17	Name of the Owner/Lessee of the land in respect of point-16 above:	Jai shree Dada dev Educational and Charitable Society
18	In case the land is in the possession of the society/school by way of lease as per State Government norms, the period of the lease:	1. 04/05/1998 to 04/05/2028 2. 30 years
19	Is any public road, canal or thorough-fare, HT line etc. passing through the land in respect of point-15 above?	<b>No</b>

**INFORMATION REGARDING ESSENTIAL SAFETY REQUIREMENTS**

20	Has the school been inspected by the Government engineer and the school building been found structurally safe for running a school?	<b>yes</b>
20(a)	If yes the date of last inspection:	03/08/2020
21	Has the school been inspected by the officer of Government Fire Department and the school building been declared safe for school from the point of view of fire safety?	<b>Yes</b>
21(a)	If yes the date of last inspection:	08/01/2019
22	Has the school compound been checked by the public health department and the health and sanitary conditions been found to be satisfactory and the water has been found safe for drinking?	<b>Yes</b> School is having D.J.B. connection(copy of bill enclosed)
22(a)	If yes the date of last inspection:	28/08/2020

(Signature of Principal)

**New Delhi Convent School**  
RZHI 121, Raj Narain, Palam  
Colony, New Delhi, 110047

(Signature of D.E.O.)

Director  
New Delhi

## INFORMATION REGARDING THE STAFF

23	Does the school have well defined service rules and conditions for its employees as per prevalent norms of appropriate Government?	Yes
24	Is the school paying salary to the teachers and other employees as per the norms of the appropriate Government?	Yes
25	Is the salary to the teachers and other employees of the school being paid through the bank by mode of electronic clearing? (Payment by cheque or cash to the individuals is not allowed)	Yes Bank Transfer
26	Is the school paying EPF to the teachers and other employees as per the norms of the appropriate Government?	Yes copy of challan attached

Signature with Stamp

Signature with Stamp

MANAGER (of School Principal)

NEW DELHI CONVENT SR. SEC. SCHOOL

RZH-121, PALAM COLONY

New Delhi-110045

## PART-B

PRINCIPAL

New Delhi Convent School

RZH-121, Raj Nagar-II, Palam  
Colony, New Delhi-110045

(This part is to be filled-up by the District Education Officer after verifying all supporting documents and certificates in original and visiting the school)

File No.....943

Date of Issuance.....29/12/2020

1	This is to certify that the information above, provided by the school has been verified on the basis of all supporting documents & certificates and visiting the school and the information has been found correct.
2	Is the school recommended for extension/upgradation of affiliation?

Yes. YES/NO  
extension upgradation

Signature

(Name and Stamp of Issuing DEO)

DISTRICT EDUCATION OFFICER/NAME OF DISTRICT

29.12.2020  
 Director of Education  
 (South West Division)  
 New Delhi-110045

(Signature of Principal)

PRINCIPAL

New Delhi Convent School  
 RZH-121, Raj Nagar-II, Palam  
 Colony, New Delhi-110045

(Signature of D.E.O.)