

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
DIRECTORATE OF EDUCATION: CARETAKING BRANCH
ROOM NO.256, OLD SECRETARIAT, DELHI-110054

No.F.1/16/CTB/SS/2012-13/ 1438

Date: 05/4/13

CIRCULAR

Sub : Details regarding security guards

Please refer to this office circular of even number dt 22.3.2013 vide which all district DDEs, EOs, and HOS were requested to submit the report regarding present status of security guards/chowkidars in the school in the following format:-

1.	2	3	4	5	6	7
S. No.	Name, address, I.D. & Contract No of school	Shift (Morning/Evening/ General)	No. of girl students	No. of Boy students	Total No. of students	Whether Security arrangements or Govt. chowkidars

8	9	10	11
If Pvt. Security arrangements, then the name of agency	Number of Security Guards/chowkidars currently deployed separately	No. of additional security guards required, if any	Remarks

The above report was to be furnished by 31.3.2013, however, only 225 schools have sent the information and that too not, in the prescribed proforma. Director (Education) has taken a serious view on the issue.

In view of above, all District DDEs, EOs, Branch-in-charges (HQ), and HOSs are again requested to send the report to CTB by 10.4.2013 without fail as per proforma given above with all the columns properly filled and with proper justification. In case a particular column is not relevant and figure is 'nil', 'N.A.' or 'NIL', as the case may be, may be written in that column.

This issues with prior approval of Competent Authority.

Devendara
(DEVENDARA)
A.D.E. (CTB) 5/4/13

No.F.1/16/CTB/SS/2012-13/ 1438

Date: 05/4/13

Copy to:-

1. All DDEs district concerned - with the request to send the consolidated report duly compiled in respect of schools under their jurisdiction.
2. All EOs/DEOs.
3. All HOS – for necessary action please.
4. P.S. to Director Education.
5. P.A. to Addl DE (CTB)
6. O.S. (IT)In-charge MIS with the direction to upload the circular on the website of the Deptt with flashing '**URGENT**' on Pop Up.

Devendara
(DEVENDARA)
A.D.E. (CTB) 5/4/13