

GOVERNMENT OF NATIONAL CAPITAL TERRITORY DELHI
DIRECTORATE OF EDUCATION: SCHOOL BRANCH
OLD SECRETARIAT: DELHI-110054

No. DE.23 (564) // Sch.Br./2018/ 1156

Dated: 09/08/2018

CIRCULAR

Sub: Reporting of any untoward incidents in Schools to senior Officers.

In order to ensure better monitoring of any untoward incident and take preventive measures at higher administrative levels, all the Heads of Govt., Govt. Aided and Recognised Unaided Schools are directed to report immediately any untoward incident like accident, violence, dharna, quarrel, fire, protest, demonstration, theft, stampede, molestation, serious injury, attempt to suicide, death etc. to the DDE (Zone/District)/RDE/Addl. DE./Director (Education) whosoever is available at that time.

In case, the Head of School is not able to send a detailed report to higher authorities, telephonic information is to be given immediately, followed by a detailed report later on the same day.

In certain cases, the reports of such incidents are received at the HQs through media or other sources instead of the Head of School, due to which appropriate action/steps cannot be taken in time, this increases the threat to the safety and security of the students and staff of the School and also at times otherwise avoidable embarrassment to the Department.

Therefore, all such occurrences must be brought to the notice of senior officers without any delay.

Non compliance of the above will be viewed seriously and action deemed fit will be initiated against the erring Head of School.

This issues with the prior approval of Competent Authority.

A. Jain
8.8.18
Addl. DE (School)

All Heads of Govt., Govt. Aided & Recognised Unaided Schools under Directorate of Education through Del-E

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Copy to:-

1. PS to Secretary (Education).
2. PS to Director (Education).
3. All RDEs/DDEs (District/Zone) to ensure compliance.
4. System Analyst (MIS) for uploading on MIS.
5. Guard File.

[Signature]
8/8/18
DDE (Schools)