

1/2

GOVT.OF NATIONAL CAPITAL TERRITORY OF DELHI
DIRECTORATE OF EDUCATION
OLD SECRETARIAT : DELHI-110054
(CARE TAKING BRANCH)

F.10(34)/CTB/SEC/Part /2016/654

Dated:- 01/09/2017

CIRCULAR

This is with reference to this Office Order dated 31/07/2017 regarding deployment of security guards in various Govt. schools/stadia/field offices under Directorate of Education, Delhi, w.e.f. 01/08/2017 by M/S R. D. Enterprises (Cluster 'A') and M/S Orion Security & Solutions Pvt Ltd (Cluster B, C & D); a proper strict check towards centralized payment to concerned Security Agencies needs to be followed by the below mention authorities:-


Heads of School/Branch-in-Charge:-

- All HOSs/Branch In charge shall certify the monthly **“Performance Certificate”** in prescribed format only (copy enclosed) and handover the same to the concern security agency within 03 working days every month.
- In case, the security guards are not performing their work as per norms specified in scope of work in tender document (Refer to NIT uploaded on edudel.nic.in), the appropriate penalty (as per penalty clause of the tender document-copy enclosed) against the security agency shall be proposed by the concerned HOS/Branch-in-charge and the same shall be forwarded to the concerned Zonal DDE for finalization.
- The proposed penalty will be forwarded to Zonal DDE latest by 04th of every month.
- None of HOSs/Branch-in-charge shall send any penalty report directly to Care-taking Branch(HQ) through email/hard copy.

Zonal DDE:-

- All Zonal DDEs shall finalize the penalty proposed by HOS/Branch-in-charge and forward the imposed penalty in consolidated form (format enclosed) to Care-taking Branch (HQ) through email securectb2017@gmail.com latest by 5th of every month. NIL penalty details shall also be reported. The penalty report shall not be forwarded to any other email except aforesaid email ID.

Encl. : As above


(RAVINDER KUMAR)
OSD : CTB

F.10(34)/CTB/SEC/Part /2016/054

Dated:- 01/09/2017

Copy forwarded for information & necessary action to:-

1. P.S. to Secretary (Education)
2. P.S. to Director (Education)
3. P.A. to Spl. DE (CTB)
4. DDE of Districts concerned.
5. Head of the Schools Concerned
- ✓ 6. OS (IT) to upload the same on the link on security and sanitation website of Dte. of Education.
7. Security Agencies concerned.
8. Guard File


(RAVINDER KUMAR)
OSD : CTB

3/3

PERFORMANCE CERTIFICATE

FOR SECURITY SERVICES

- 1 FOR THE MONTH OF : _____
- 2 SCHOOL /OFFICE/BRANCH : _____

- 3 SCHOOL ID (IF APPLICABLE) : _____
- 4 NAME OF AGENCY : _____
- 5 CLUSTER : _____
- 6 TOTAL NO. OF ATTENDANCE OF ALL
SECURITY GUARDS IN THE MONTH : _____
- 7 NO. OF ABSENT DAYS : _____
- 7 PERFORMANCE OF AGENCY : _____
(SATISFACTORY / UNSATISFACTORY)
- 8 IF UNSATISFACTORY, REASON THEREOF : _____

CERTIFICATE

CERTIFIED THAT _____ NO. OF SECURITY GUARDS DEPLOYED BY THE AGENCY HAVE PERFORMED THEIR DUTIES DURING THE MONTH OF _____

DATE :

SIGNATURE OF HOS/INCHARGE:

NAME

MOB NO. :

SEAL :

PENALTY CLAUSE

4.4 Payments to the Contractor shall be made by Electronic transfer to the Contractor's account for which purpose the contractor shall furnish the complete Bank account details.

5. SERVICE LEVEL SPECIFICATIONS & PENALTY:-

Process	Service Specifications	Level	Penalty
1. Providing adequate number of Security Guards/ Designated Supervisors at every point/area of deployment identified for manning.	The contractor will provide adequate number of Security Guards/ designated Supervisors to man the areas as per the deployment schedule given in Annexure-IV		Rs.1000/- per person per shift per day for deficiency of security guard.
2. Security Guards/ Designated Supervisors to report in uniform.	Approved uniform design with the name badge.		Rs. 1000/- for every number of Security Guards/ designated Supervisors not found in prescribed uniform.
3 Misconduct/mis-behaviour/Indiscipline by the Security Guards/ Designated Supervisor with the students/staff/officers/public etc.	i) Security Guards/ designated Supervisor should be courteous to the students/staff/officers/public etc ii) They should not smoke and spit on the walls/floors etc.		Rs.1000/- for every instance
4. Security Breach	The Contractor shall ensure that within the restricted and prohibited areas no unauthorized person/vehicle enters.		Rs.1000/- for every instance of security breach
5. Protection of properties such as furniture, fire fighting equipments, accessories, vehicles, machinery, installed CCTV, Biometric Machine, water cooler, water purifier, civil & electrical fittings & appliances, Air Conditions etc.	Contractor will protect all the properties of the Department from theft, damage etc.		Recovery of the 20% higher amount of the value of lost/ damaged item than that of loss caused due to theft of items or damage of items due to vandalism etc.

All the penalties will be imposed on the Contractor and shall be recovered either by way of adjusting against arrears of payments or running bills or through direct payments before authorization of next due payment.

5/5-

TO BE SENT THROUGH EMAIL AT securectb2017@gmail.com
FOR USE OF ZONAL DDE ONLY

ZONE NUMBER : _____
NAME OF ZONE : _____
NAME OF SECURITY SERVICE PROVIDER : _____
PENALTY REPORT FOR THE MONTH OF : _____

SCHOOL WISE DETAILS OF PENALTY IMPOSED ON SECURITY SERVICES

SR.NO.	NAME OF SCHOOL	SCHOOL ID	CLUSTER NO.	AMOUNT OF PENALTY INPOSED	DATE FOR PENALTY	REASONS FOR PENALTY

TOTAL PENALTY IMPOSED (IN RS.) _____

DATE : _____

SIGNATURE OF ZONAL DDE _____

SEAL & STAMP OF ZONAL DDE _____