

**SAMAGRA SHIKSHA-DELHI**

(A Society under Education Department, Govt. of NCT of Delhi)

Room No. 313, C-Block, 3<sup>rd</sup> Floor

Vidhya Samiksha Kendra

Boulevard Road, Civil Lines, Delhi-110054

Email: spd\_delhi@rediffmail.com

F.346/DDE(IEB)/Admn.Cell/2023/ 453346

Dated: 27/9/25

**SANCTION ORDER**

**Sub: Conveying of Administrative Approval & Expenditure Sanction for "Sports and Exposure Visit" under Samagra Shiksha for the year 2025-26.**

Administrative approval and expenditure sanction of Secretary (Education) /President EC-Samagra Shiksha, Delhi for incurring an Expenditure amounting Rs. 12,80,000/- (Rs. Twelve Lakhs & Eighty Thousand Only) is hereby conveyed in r/o the following activity under Samagra Shiksha for the year 2025-26:-

<b>Major Component</b> : Inclusive Education	
<b>Sub Component</b> : Provision for Children with Special Needs (CWSN)	
<b>Activity</b> :	<b>Sports and Exposure Visits</b>
<b>Activity no. (as per PAB approved)</b>	<b>3.1.3 (2)</b>
<b>Level</b> :	<b>Student oriented components (Upto highest Class-VIII) District level - Recurring</b>
<b>Total amount</b>	<b>Rs. 12,80,000/-</b>

The District Wise break-up of the authorized amount at DPO level is given below:

Sl. No.	District	DPO	Amount (In Rs.)
1	East	East	80000
2	North	North	80000
3	North East-I	North East	160000
4	North East-II		
5	North West A	North West A	80000
6	North West B-I	North West B	160000
7	North West B-II		
8	South	South	80000
9	South East	South East	80000
10	South West A	South West A	80000
11	South West B-I	South West B	160000
12	South West B-II		
13	West A	West	80000
14	West B	West B	80000
15	Central	Central	160000
16	New Delhi		
	<b>TOTAL</b>		<b>12,80,000</b>





The expenditure involved on this account is related to Inclusive Education (District Level-Recurring) in schools under Samagra Shiksha for the year 2025-26. The Guidelines for organization of Sports and Exposure visits is given at **Annexure-I**.

This issues with the approval of Secretary (Education)/President, EC-Samagra Shiksha, Delhi/State Project Director-SS- Delhi.

**ANJANA BIRDI**

**SECTION OFFICER (IEB)**

**Dated: 22/9/25**

**F.346/DDE(IEB)/Admn.Cell/2023/ 463346**

**Copy to:-**

1. Chairperson, NDMC, Palika Kendra, Parliament Street, New Delhi with the request to issue necessary directions to concerned HOSs under their management for implementation of the said intervention.
2. Director of Education, MCD, Dr. S.P.M. Civic Centre, Minto Road, New Delhi – 100 002 with the request to issue necessary directions to concerned HOSs under their management for implementation of the said intervention.
3. CEO, Delhi Cantonment Board, Sadar bazaar, Delhi Cantt., Delhi - 10 with the request to issue necessary directions to concerned HOSs under their management for implementation of the said intervention.
4. DDE, Samagra Shiksha, Delhi
5. P.S. to Secretary (Education), GNCT of Delhi
6. P.S. to Director (Education), GNCT of Delhi
7. P.A. to SPD (Samagra Shiksha), Delhi
8. P.A. to Addl. DE (IEB), Directorate of Education, GNCT of Delhi
9. The Financial Controller (Samagra Shiksha), with the request to authorize fund at elementary level at District level under Inclusive Education – Samagra Shiksha 2025-26 to fix the drawing limits.
10. The DPOs/DDE (District) concerned.
11. Coordinator, IE-SS, Boulevard Road, Civil Lines, Delhi-110054
12. All District Coordinators (IE), DoE, Delhi
13. In-charge (Computer Cell), DoE, for uplinking
14. Guard file

**ANJANA BIRDI**

**SECTION OFFICER (IEB)**

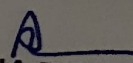


**Expenditure Norms and Guidelines for Sports & Exposure visit of CWSN & their peers under Inclusive Education-Samagra Shiksha for 2025-26**

1. Eligibility: - Peers and Children with Special Needs (CWSN) enrolled in schools of Govt./Govt Aided and Local bodies from class Pre-Primary to Class XII. Maximum number of CWSN shall be included in the visit
2. Rate: Rs 200/- per CWSN and their peers subject to maximum of Rs. 80,000/- per district as provided in the Expenditure Sanction. No additional funding beyond the prescribed limit is allowed.
3. The expenditure shall be incurred through concern DPO within the approved budget. Whilst incurring expenditure all codal formalities shall be observed.
4. The Sports & exposure visits shall be restricted strictly to Delhi only and shall be completed latest by November 2025.
5. The Sports & Exposure Visits shall only be organized by following the guidelines of Department of Environment, GNCTD regarding Air pollution from time to time and also if the conditions are favorable for organizing outdoor visits.
6. The Norms/Guidelines for conducting local tours issued for 2024-25 shall be followed to organize this activity issued by Planning Dep't vide Circular No. F. DE-18-8(66)/Plg./2023-24/1742-1749 dated 03/07/2024. In case, later revised norms/guidelines are notified for year 2025-26 by Planning Branch, DoE then the same shall be followed to organize this activity.
7. The venues of Sports & exposure visits shall be finalized by concerned DPO/DDE (District) from the venues mentioned in the above said circular.
8. The Supervisor- Inclusive Education (District)/District Coordinators shall ensure that Special Educator (Primary)/TGT/PGT-Special Education Teachers/RPs (CWSN) working in their districts accompany the students on the sports & exposure visits.
9. The Sports & exposure visits shall be organized by the Supervisor- Inclusive Education (District)/District Coordinators (IE) under the supervision of DPOs/DDE (District) of the districts in collaboration with DURCCs concerned.
10. The DDE (District)/DPO shall intimate Samagra Shiksha (HQ) and Inclusive Education Branch about the date and venue of visit in concerned District well in advance.
11. Supervisors (IED)/District Coordinator (IEB) should submit feedback & output report (including Key performance indicators) alongwith 4-5 photographs of Exposure visit to this office within a week of the conduct of the visit.

**GENERAL CONDITIONS TO BE OBSERVED FOR EXPOSURE VISITS**

- a. No money shall be charged from the students on account of Sports & exposure visits
- b. Safety and security of students shall be accorded highest priority.
- c. Accompanying teacher shall always remain with their respective group of CWSN & peers and at no point of time should the students be left un-attended.
- d. Supervisor- Inclusive Education (District)/District Coordinator (IEB) and DURCC (Samagra Shiksha) shall ensure the participation of CWSN from all managements.
- e. No inflammable material like Gas cylinder shall be carried by tour operators in the buses on Sports & exposure visits
- f. The consent of the parents' guardians of the CWSN and peers shall be taken in advance for the Sports & exposure visits
- g. The CWSN and peers shall be permitted to carry their prescribed medicines, if any, during Sports & exposure visits
- h. Tour operator shall make arrangement for medical aid at the place of visit.

  
**ANJANA BIRDI**  
**SECTION OFFICER (IEB)**

GOVERNMENT OF NCT OF DELHI  
DIRECTORATE OF EDUCATION  
Planning Branch, Old Patrachar Building,  
Timarpur, Delhi- 110054

F.DE.18-8(66)/Plg/2023-24/1742-1749

Dated: 03/07/2024

CIRCULAR

**Sub: Conduct of Local Tour for the students of class VI to IX for the academic session 2024-25 and General Norms / Guidelines.**

All Deputy Directors of District under DoE are hereby directed to conduct local tour in the schools under their jurisdiction for the students of class VI to IX under YUVA Scheme for the academic session 2024-25 during the month from **July 2024 to November 2024**. All the DDEs (District) are further requested to arrange the local tour by selecting tour operators as per rule earmarked in GFR 2017. The below mentioned guidelines approved by the competent authority may be followed for conduct of local tour:

- i. **Name of the scheme:** YUVA (Local Tour) 2024-25
- ii. **Eligibility** : All students enrolled in Govt. Schools in classes VI to IX
- iii. **Rate** : Rs. 200/- per student inclusive for all applicable taxes.
- iv. **Itinerary/sites for Local Tour:** - The following itinerary for local tour is approved:

Itinerary
Raj Ghat, War Memorial, India Gate, Lodhi Garden, Science Centre, Humayun Tomb, Dr. Ambedkar National Memorial (Civil Line), Millenium Park, National Museum, Rail Museum, Safdarjung Tomb, APJ Memorial, Qutab Minar, National Craft Museum & Hastkala Academy

- v. **Duration of tour:** July 2024 to November 2024
- vi. **Local Tour timing for all classes:** Pick-up Time 08:00 AM to 09:00 AM from School & Drop Time upto 04:00 PM to 05:00 PM.
- vii. DDEs (District) concerned may prepare the class wise schedule of Local Tour for the schools under their jurisdiction as per their convenience from the itinerary mention above. The Tour operator (s) must contact offices of places of visit in advance and tie with them to fix to slot & dates of visit to avoid overcrowding. Operators must also co-ordinate among themselves to sticks to the schedule.

*Clm*



viii. **Standard menu for breakfast & Lunch on tour:** The following menu for breakfast & Lunch are approved on tour during 2024-25:-

**Break-fast**

Butter/Cream Biscuit-65 gms

Tetra Pack Juice-200 ml

**Lunch**

Fruit Cake (Egg Less)-45-50 gms

Namkeen-18-20 gms

Water Bottle-500 ml

ix. **Tour Report**

HoS must obtain a tour feedback/complaint report from the Teacher (s) that accompanied the students in writing and if there are any violations they must be clearly mentioned in that report.

x. **Release of Payment**

No advance will be released for conduct of Local Tour during the current academic session 2024-25. On receipt of Tour Completion Report from HoS, bill will be paid at District Level.

xi. **Other norms / guidelines**

- All the tour operators must be registered with Tourism Department, GNCT of Delhi / Ministry of Tourism, GoI.
- Before payment to Tour Operator (s), DDEs concerned must ensure that Tour Operators are having active GST registration and their credentials are duly verified.
- Tour operator shall provide details of the vehicles along with their registration number that will be deployed for tours by tour operator to the DDEs concerned along with a Certificate that each of the bus has been inspected in advance by Tour Operator and found that norms are complied before tour and the bus is in good condition to carry school children.
- All tour operator(s) must ensure that a sticker containing the message that **"This bus is carrying school children and the contact number of call centre / nodal officer of the Tour Operator. In case it is observed that if the driver of bus is driving rashly, inform the call centre / nodal officer of Tour Operator immediately"**.


- The call centre / nodal officer of the Tour Operator on receipt of such calls shall immediately direct the concerned driver / Tour Operator for corrective action including giving a warning.
- To regulate the behavior of staff – driver, helper, guide etc. zero tolerance shall be the norm in this regard.
- No over travelling is allowed.

xii. **Allocation of funds**

80% of required funds will be allocated under Major Head 2202-02-109-90-00-49 "YUVA-Other Revenue Expenditure" under the YUVA Scheme to all the DDEs (District) on the basis of enrolment in class VI to IX for conduct of local tour for academic session 2024-25 by the Planning Branch.

xiii. All DDEs (District) are requested to adhere to the order dated 13.03.2019 vide which Finance Department had been conveyed the enhancement of delegation of powers to incur expenditure as per the prescribed rates in favour of Districts Dy. Directors of Education concerned for conduct of Local Tour under the scheme YUVA.

This issues with the approval of Director, Education

  
(C. K. Dutta)  
Joint Director (Plg.)


To,

**All Deputy Directors (District).  
Dte. of Education, GNCT of Delhi**

**F.DE.18-8(66)/Plg/2023-24/ 17 42-1749**

**Dated: 03/07/2024**

- P. S. to Secretary, Education, GNCT of Delhi, Old Sectt, Delhi-110054.
- P. S. to Director, Education, GNCT of Delhi, Old Sectt, Delhi-110054.
- Additional Director (Science), Education, GNCT of Delhi, Old Sectt, Delhi-110054.
- All RDEs Education, GNCT of Delhi, Old Sectt, Delhi-110054.
- All DDEs (Zones), Dte. of Education, Old Sectt., Delhi-110054.
- All Head of Schools (Govt. School), Dte. of Education, Old Sectt., Delhi-110054.
- Controller of Accounts, Education, GNCT of Delhi, Old Sectt, Delhi-110054.
- Joint Director (IT), CAL Branch, Education, GNCT of Delhi, Old Sectt, Delhi-110054 with the request to upload the circular on edudel portal for information.

  
(C. K. Dutta)  
Joint Director (Plg.)