

OFFICE OF THE DEPUTY DIRECTOR OF EDUCATION
DIRECTORATE OF EDUCATION GOVT. OF NCT OF DELHI
ZONE-25, DISTRICT:-SOUTH-EAST
C-BLOCK, DEFENCE COLONY, NEW DELHI-110024

No. DDE/Z-25/SE/2026/118

Date: 07/02/2026

To

The Head of School/Manager
St. Paul's Diocesan School, School ID-1924149
Jangpura, New Delhi-110014.

Sub: -Grant of Extension of Provisional upgradation from Secondary up to Sr. Secondary Level with Arts and Commerce Streams in r/o St. Paul's Diocesan School (1924149) located at Jangpura New Delhi-110014 beyond 31.03.2021 for 5 years from 01.04.2021 to 31.03.2026 along with permission for change of name from St. Paul's Diocesan School (1924149) to St. Thomas' School located at Jangpura, New Delhi-110014.

Sir/Madam.

With reference to your application, I convey the approval of the Director (Education) for grant of Extension of Provisional upgradation from Secondary up to Sr. Secondary Level with Arts and Commerce Streams in r/o St. Paul's Diocesan School (1924149) located at Jangpura New Delhi-110014 beyond 31.03.2021 for 5 years from 01.04.2021 to 31.03.2026 along with permission for change of name from St. Paul's Diocesan School (1924149) to St. Thomas' School located at Jangpura, New Delhi-110014.

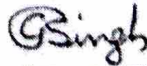
The above Extension of Provisional upgradation from Secondary up to sr. Secondary Level with Arts and Commerce Streams is subject to fulfillment of following conditions:

- Final outcome of the notification of MoUD, Govt. of India.
- That the school shall make payment of salary and other admissible allowances to its teaching/non-teaching staff as per ongoing CPC.
- That the school shall comply with the provisions of Section 10 (1) read with Rule 125 of DSEAR, 1973.
- That the school shall observe the relevant provisions of RTE Act, 2009, DSEAR, 1973 and directions/instructions issued by the Department from time to time.
- That the school shall comply with the relevant orders/guidelines of DoE and judicial pronouncements w.r.t. utilization/maintenance of school's funds.
- That the school shall comply with the orders dated 07.11.2017/guidelines of DoE and judicial pronouncements w.r.t. safety of students and shall take all necessary steps to this effect.
- That the school shall comply with the order No. DE.15 (305) /PSB/2020/Pt.File-1/5641-5647 dated 20.06.2023 issued by this Directorate regarding submission of renewed / updated certificates like Fire NoC, Water Test Report, School Health Certificate, School Building Safety Certificate / Structural Safety Certificate.

G. Singh

Dy. Director of Education
Zone-25, Distt. South-East
Dte. of Education
C-Block, Defence Colony,
New Delhi -110 024

- h) That the school shall recruit adequate number of teaching/Non-teaching staff as per the recruitment rules of the Post.
- i) That the school authority shall submit the latest Audited balance sheet w/r 180(3) of DSEAR, 1973 for the financial year 2024-25 to DDE (South East), Dte. of Education, GNCTD within 30 days.
- j) That the school authority shall submit the Police Clearance Certificate in r/o the school staff to DDE (South East), Dte. of Education, GNCTD within 30 days.
- k) That the school shall submit the appointment letter/joining letter in r/o Ms. Chavi Gulati, Special Educator Teacher to the DDE (South East), Dte. of Education, GNCTD within 30 days.
- l) That the school shall submit a certified copy of MoA & RRs of the society to DDE (South East), Dte. of Education, GNCTD within 30 days.
- m) That the school shall submit the attested copy of SOM to the DDE (South East), Dte. of Education, GNCTD within 30 days.
- n) That the school shall submit the copy of educational qualification certificates and experience certificates in r/o Dr. Anuradha Amos (Manager) as per the DoE guidelines dated 24.11.2004 to the DDE (South East), Dte. of Education, GNCTD within 30 days.
- o) That the school authority shall submit the documents to clarify whether the said staffs has been appointed on regular basis or on contractual basis as per the RRs applicable to the DDE (South East), Dte. of Education, GNCTD within 30 days...
- p) That the school authority shall submit the documentary proof regarding to provide the PF & ESI facility to the school staff to the DDE (South East), Dte. of Education, GNCTD within 30 days.
- q) That the school authority shall submit the documentary proof regarding the facilities of Bonus, LTC, gratuity as per section 10 (1) of DSEAR, 1973 to the DDE (South East), Dte. of Education, GNCTD within 30 days.
- r) That the school shall submit the updated copy of maintenance of DRF account in proportion to Depreciation claimed as per the audited balance sheet for the financial year 2024-25 to the DDE (South East), Dte. of Education, GNCTD within 30 days.
- s) That the school shall submit the copy of audited balance sheet w/r 180(3) of DSEAR, 1973 for the financial year 2024-25 to the DDE (South East), Dte. of Education, GNCTD within 30 days.
- t) That the school authority shall submit the copy of annual return (detailed) w/r 180(1) of DSEAR, 1973 for the financial years 2022-23, 2023-24 and 2024-25 to the DDE (South East), Dte. of Education, GNCTD within 30 days.


Dy. Director of Education
Zone-25, Dist. South-East
Dte. of Education
C-Block, Defence Colony,
New Delhi -110 024

- u) That the school authority shall submit the copy of appointment letter along with certificate of Registration of the doctor the DDE (South East), Dte. of Education, GNCTD within 30 days.
- v) That the school authority may submit copy of the allotment letter issued by DDA to the DDE (South East), Dte. of Education, GNCTD within 30 days.
- w) That the school shall submit the attested copy of Fire Safety Certificate to the DDE (South East), Dte. of Education, GNCTD within 30 days.
- x) That the school authority shall submit the copy of renewed AMC of CCTV to DDE (South East), Dte. of Education, GNCTD within 30 days.
- y) That the school shall submit the latest Structural Stability Certificate issued by Structural Engineer to DDE (South East), Dte. of Education, GNCTD within 30 days.
- z) That the school authority shall submitted the attested Water harvesting Certificate issued by Delhi Jal Board regarding installation of water harvesting system in the school to DDE (South East), Dte. of Education, GNCTD within 30 days.
- aa) That the school shall submit the Police Verification in r/o all the staff to DDE (South East), Dte. Of Education, GNCTD within 30 days.
- bb) That the school shall comply with the order No. DE.15(305) /PSB/Misc/2020/Pt1.File 11/5658-5662dated21.06.2023 issued by this Directorate regarding appointment of Special Education Teacher(s).

For change of name from St. Paul's Diocesan School to St. Thomas' School located at Jangpura New Delhi-110014.

- I. That the school shall get the Scheme of Management changed in new name.
- II. That the notification of change in the name of the school will be published in at least two leading news papers of Delhi within a week of date on which approval of Director of Education for change of name is received.
- III. That the society will continue to abide by the conditions of Grant of Recognition/up-gradation and various provisions of DSEAR, 1973 in all the matters connected with the affairs of the school.
- IV. That the school shall be managed by the same society i.e. Delhi Diocesan Trust Association even after the receipt of approval of DOE regarding change of name from "St. Paul's Diocesan School" to "St. Thomas' School".
- V. That no branch of this school shall run under continuing name of "St. Paul's Diocesan School as recognized school in Delhi or around Delhi by this society.
- VI. That the change of name of the school shall be intimated to Registrar of Societies, GNCT of Delhi.

G Singh
By. Director of Education
Zone-25, Distt. South-East
Dte. of Education
G-Block, Defence Colony,
New Delhi -110 024