

**FORMAT OF CERTIFICATE TO BE ISSUED BY THE DISTRICT EDUCATION OFFICER IN RESPECT OF SCHOOLS ALREADY AFFILIATED WITH THE BOARD AND SEEKING EXTENSION/UPGRADATION OF AFFILIATION WITH THE CENTRAL BOARD OF SECONDARY EDUCATION**


(In accordance with **School Safety Policy, 2016** issued by the NDMA, **Manual on Safety and Security of Children in Schools** developed by NCPDR and the **National Building Code**)

**PART-A**

(This part is to be filled-up by the school and to be produced before the District Education Officer along with all supporting documents and certificates in original)

**GENERAL INFORMATION**

1	Affiliation Number allotted by CBSE to the school:	2730495
2	Name of the School as per affiliation letter of CBSE:	Queens Convent School
3	Address of the School:	Sector-25, Rohini, Delhi
4	Standard/level/class up to which the school is running:	from Nursery to XII
5	Is the name and address of school in CBSE affiliation letter and State NOC/Recognition/U-DISE same exactly the same	Yes YES/NO
6	U-DISE code allotted to the school:	07610302209
7	Name and address of the Trust/Society/ Company (under section-8) running the School as on date	Mittal Educational Society
8	Is the Trust/Society/ Company duly registered with the competent registering authority and the registration is valid as on date?	Yes NO
9	Purpose of present application:	Extension of Affiliation
10	Location of school	<ul style="list-style-type: none"> <li>• In the municipal limits of metropolitan city</li> <li>• In the municipal limits of city having population more than 15 Lacs</li> <li>• In the municipal limits (as per planning commission norms)</li> <li>✓ In the municipal limits of capital city of a state</li> <li>• In the municipal limits of class-x cities</li> <li>• On an island</li> <li>• In the municipal limits of a hill station</li> <li>• In the municipal limits of city having</li> </ul>

*Andrew*  
Principal  
 **Queen's Convent**  
School  
Sector-25, Rohini, Delhi-110085

(Signature of Principal)

*Mittal*  
Manager  
 **Queen's Convent**  
School  
Sector-25, Rohini, Delhi-110085

*K*  
13-3-26  
**KULDEEP SINGH**  
By Director of Education  
Zone - XII (Delhi) NCT of Delhi  
Govt. of NCT of Delhi

(Signature of D.E.O.)

APPENDIX-III

		population less than 15 Lakhs • Outside the municipal limits of any town/city.
10	Has the school obtained Recognition Certificate from the State Government from class-1 to 8 <sup>th</sup> ?	Yes/NO
11	Number of Recognition Certificate from class-1 to 8 <sup>th</sup> and date of issue:	No - 229 dt. 20/2/2006
12	Is the School affiliated to any other board besides CBSE for Class-X or XII examinations?	Yes/NO (If yes name of the Board) (Also mention whether the school is affiliated for Class-X or XII)
<b>INFORMATION REGARDING LAND DETAILS AND OWNERSHIP</b>		
13	Is the school situated on a single contiguous plot of land bounded on all sides by a Pucca Boundary Wall?	Yes/NO
14	Are both the School and the Play Ground situated in a single compound bounded by a single continuous Boundary Wall on all sides?	Yes/NO
15	Total area (in square meters) in respect of 13 and 14 above on which the school is situated:	4000 Sq.m.
16	The land is in the possession of the school/ Trust/Society/Company legally by way of:	Sale deed/ Leasedeed Deed/Allotment etc.
17	Name of the Owner/Lessee of the land in respect of point-16 above:	Mittal Educational Society
18	In case the land is in the possession of the society/school by way of lease as per State Government norms, the period of the lease:	2004 to 2031 TOTAL YEARS 30 Years
19	Is any public road, canal or thorough-fare, HT line etc. passing through the land in respect of point-15 above?	Yes/NO If yes the details
<b>INFORMATION REGARDING ESSENTIAL SAFETY REQUIREMENTS</b>		
20	Has the school been inspected by the Government engineer and the school building been found structurally safe for running a school?	Yes/NO
20(a)	If yes the date of last inspection:	29/07/2025
21	Has the school been inspected by the officer of Government Fire Department and the school building been declared safe for school from the point of view of fire safety?	Yes/NO
21(a)	If yes the date of last inspection:	31/07/2024
22	Has the school compound been checked by the public health department and the health and sanitary conditions been found to be satisfactory and the water has been found safe for drinking?	Yes/NO



Principal  
**Queen's Convent**  
School  
Sector-25, Rohini, Delhi-110085  
(Signature of Principal)




Manager  
**Queen's Convent**  
School  
Sector-25, Rohini, Delhi-110085


**KULDEEP SINGH**  
Dy. Director of Education  
Zone - XIII (District N.W.B - II)  
Govt. of NCT of Delhi  
(Signature of D.E.O.)

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APPENDIX-III

22(a)	If yes the date of last inspection:	9/10/2025
<b>INFORMATION REGARDING THE STAFF</b>		
23	Does the school have well defined service rules and conditions for its employees as per prevalent norms of appropriate Government?	Yes NO
24	Is the school paying salary to the teachers and other employees as per the norms of the appropriate Government?	Yes NO
25	Is the salary to the teachers and other employees of the school being paid through the bank by mode of electronic clearing? (Payment by cheque or cash to the individuals is not allowed)	Yes NO
26	Is the school paying EPF to the teachers and other employees as per the norms of the appropriate Government?	Yes NO

Signature with Stamp  
 **Manager Queen's Convent School**  
 Sector-25, Rohini, Delhi-110085

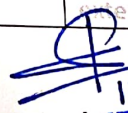
Signature with Stamp  
 **Principal Queen's Convent School**  
 Sector-25, Rohini, Delhi-110085

PART-B


(This part is to be filled-up by the District Education Officer after verifying all supporting documents and certificates in original and visiting the school)

File No... DDE/zone-13/2026/Disp/117 Date of Issuance... 13-03-2026

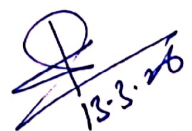
1	This is to certify that the information above, provided by the school has been verified on the basis of all supporting documents & certificates and visiting the school and the information has been found correct on <u>13-03-2026</u>
2	Is the school recommended for extension/upgradation of affiliation? <u>subject to follow conditions:</u>
	<p>1- 30% of staff are contractual teachers.</p> <p>2- The construction done on top of building is not approved by the local agency/body &amp; as per fire safety norms.</p>

Signature  
  
 (Name and Stamp of Issuing DEO)  
**KULDEEP SINGH**  
 DISTRICT EDUCATION OFFICER (NAME OF DISTRICT)  
 Zone - XIII (District N.W.B - 11)  
 Govt. of NCT of Delhi

\* Above mentioned building is not in use it has been unutilized and under construction.

Signature  
 **Principal Queen's Convent School**  
 Sector-25, Rohini, Delhi-110085

Signature  
 **Manager Queen's Convent School**  
 Sector-25, Rohini, Delhi-110085

Signature  
  
**KULDEEP SINGH**  
 Dy. Director of Education  
 Zone - XIII (District N.W.B - 11)  
 Govt. of NCT of Delhi  
 (Signature of D.E.O.)

(Signature of Principal)