

**GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
OFFICE OF THE DIRECTOR: DIRECTORATE OF EDUCATION
OLD SECRETARIAT, DELHI-110054**

No. F. no. PA/DDE/PSB/2017/18612

Dated: 18/09/2017

ORDER

Subject: Verification of Character and Antecedents of All Employees of the Private Unaided Recognized Schools by Delhi Police.

Private Unaided Recognized Schools of Delhi are governed by the provisions of Delhi School Education Act & Rules, 1973 (DSEAR-1973). Rule 181 of the DSEAR, 1973 prescribes that every managing committee shall run the school managed by it in the best interest of education of children and for the better organization and development of school education in Delhi.

Safety & Security of the students must be the paramount concern of the managing committees of all schools.

In exercise of powers delegated under Rule 43 of The Delhi School Education Rules 1973, all Private Unaided Recognized Schools are hereby directed to get Police Verification done in r/o all teaching staff & support staff whether regular, contractual or outsourced from any service providing agency.

Delhi Police has created a link on their web portal to facilitate online Police Clearance Certificate (PCC). **Step by step procedure is enclosed at Annexure-'A'.**

As employees/staff change, schools will have to ensure that the verification status remains updated by taking prior Police Verification before engagement of the employee. The school shall maintain records of staff verification at all times. The service of existing engaged staff, for which Delhi Police does not grant Police Clearance Certificate, should be dispensed away immediately.

Non compliance of the order shall be viewed seriously and action as deemed fit under the DSEAR, 1973 shall be taken.


SAUMYA GUPTA

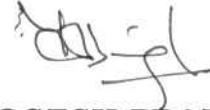
DIRECTOR (EDUCATION)

No. F. 210.PA/DDE/PSB/2017/18612

Dated: 18/09/2017

Copy for information & Necessary action:-

1. PS to Secretary (Education)
2. PS to Director (Education)
3. PA to Spl. Director (CTB)
4. All RDEs/DDEs/Zonal DDEs.
5. Managers/HOSs of all Private Recognized Unaided Schools
6. OS (IT) to upload it on edudel.nic.in



YOGESH PRATAP
DY. DIRECTOR (PSB)

ANNEXURE-'A'

STEP BY STEP PROCEDURE FOR POLICE CLEARANCE CERTIFICATE

Open- WWW.delhipolice.nic.in

Click- Police Clearance Certificate (PCC)-Register

A webpage – POLICE CLEARANCE CERTIFICATE (PCC) will open.

Click- Register.

Fill- Email ID

Press- Send me validation code.

A PCC Validation Code will be received on above filled registered Email ID.

Enter- Validation Code & Press-Submit.

A Webpage- 'New User Register Here' will open.

Select- Individual.

Set & Fill- Password /Confirm Password.

Enter –Mobile Number & Code shown above.

Press – Sign Up.

A Login page will open.

After Login- 'APPLICATION FORM FOR PCC BY AN INDIAN' will open.

Fill- Applicant Details

Select-PCC Type – Special Verification for Schools

Attach – JPEG Format of Photo, Address Proof

Select- type of address proof.

Attach- JPEG Format of 'Letter of Agency requiring PCC'

Attach-Rent agreement, if tenant.

Press- Save.

Take a Preview and press – Final Submit.

A Print Out will be generated.

Take the Print Out and keep it for future reference.
