

**CIRCULAR**

Dear Parent,

Please refer to the circulars no. DE 23(564)/Sch. Br./2018/1080 dated 24.07.2018 and F.15/DE(432)/PSB/2014/11734-11739 dated 01.10.2019 issued from the DOE, School Branch old Secretariat, Delhi-110054, Circular No. 13-30/2019-15-11 dated 21.08.2019 from Government of India, MHRD Department of School Education & Literacy, Guidelines from supreme court of India and para 24 on page 5 under general guidelines for Parents & Guardian mentioned in the School Almanac. In addition to this, you are further requested to take the following necessary steps with regard to safety & security of your ward.

Private van must be avoided for the transportation of your ward. However, if your ward is using private van/cab the following guidelines must be followed:

- i. You must ensure that there is a volunteer mother/parent of any child boarding the same van on rotation basis to take the responsibility of all the students in the Morning as well as Afternoon Trip volunteer always present in the van.
- ii. The dropping time of your ward(s) by the Private Cabs is not before 7.45 a.m. and pick up time sharp at 02:00 p.m. when the school gets over.
- iii. Please ensure that vans reach in time to pick up the children.
- iv. Overloaded cabs must not be used for the transportation of your ward to school.
- v. The Cab driver's character and police Verification must be provided to the school. And it has been observed that cabs and cab drivers are frequently changed which is a major safety concern.
- vi. You must ensure that the Police verification is revised after every two years.

Please note that this is to be treated as most urgent and on top priority, in the light of safety and security of your ward(s).



**(Deepak Dua)**  
**Principal**