

**GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
PRIVATE SCHOOL BRANCH: DIRECTORATE OF EDUCATION
OLD SECRETARIAT, DELHI-110054**

No.F.DE.15(305)/PSB/2020/2601-10

Dated: 01/04/2026

ORDER

Subject: Instructions in respect of purchase of books/writing materials and uniforms by Students studying in Private Un-aided Recognized School in Delhi.

The undersigned has been delegated the powers to issue instructions under Rule 43 of DSEAR 1973 by the Hon'ble Administrator, Delhi vide No. DE/Act/27/PB/Delegation/2001/4863-4892 dated 4.9.2001 in the interest of school education, Delhi if it is necessary so to do.

Further, Rule 26 of the Delhi Right of Children to Free and Compulsory Education Rules, 2011 also empowers the undersigned as Director to issue such instructions in relation to any matter not covered by said rules as deemed fit.

It is pertinent to mention here that all the Private Un-aided Recognized Schools in Delhi are run either by the Societies or Trust as a charitable organization on no profit no loss basis, thus no school activity must have any scope of profit and commercialization. In pursuance to this, the parents of every Private Un-aided Recognized Schools have the right not only to have proper information about the class-wise list of books/writing materials as well as the specifications of uniform but also with wide options of sources/places for purchasing the same for their wards studying in any Private Un-aided Recognized School, in transparent manner. Moreover, they must have the liberty to purchase such books/writing materials and uniforms from any place of their choice.

It has been observed through newspapers/complaints from parents and other organizations that in various private unaided recognised schools of Delhi, students are being compelled to purchase educational materials such as books, guides, ties, belts, notebooks, uniform and bags from specific private vendors. This raises concerns, as students should have the freedom to choose their educational supplies. Additionally, in some cases, schools impose compulsory purchases, putting financial pressure on students' families.

Considering these issues, it has been decided that schools must refrain from enforcing the purchase of specific educational materials from particular vendors. Instead, students should be free to buy these materials from their preferred sources at fair market prices. This directive aims to prevent commercial exploitation and ensure fair competition.

The primary objective of an independent, accountable, and inclusive education system is to benefit society as a whole. Therefore, it is necessary to ensure that private unaided recognized schools operate with full transparency and compliance with the regulations set forth by educational authorities. Schools must adhere to fair practices and avoid policies that compel students or parents to purchase specific books, uniforms, or accessories from particular vendors. If any school is found violating these guidelines, strict action will be taken.

Now, therefore, I, Veditha Reddy, Director (Education) in the interest of school education in Delhi, issue following instructions under Section 3 read with Rule 43 of DSEA&R 1973 and other enabling acts or relevant directions issued by the Hon'ble Courts from time to time, for strict compliance by all the school management/Head of the Private Un-aided Recognized Schools in Delhi:-

- i. Private schools must transparently display the list of prescribed books, educational materials, and other required items in the school premises. The availability of these items at various locations should also be made known to students and parents. This information must be displayed prominently on school notice boards and the official website. Any private school found concealing this information or misleading students and parents will face legal consequences. Additionally, all schools must ensure that they display this list in a public place within the school campus. Any school failing to comply will be held accountable.
- ii. Schools must not compel students and parents to purchase books, uniforms, or any other educational materials from a specific vendor, shop, or organization. Such practices are strictly prohibited.
- iii. Schools must allow students to use books and study materials that are prescribed as per the official curriculum and examination guidelines.
- iv. The procurement of books should follow the guidelines issued by the Board of Education (CBSE/ICSE/State Boards/Primary Education Authorities, etc.). Schools must adhere to the directions issued by these regulatory bodies.
- v. Schools and principals must ensure that students and parents are not subjected to undue pressure to purchase additional study materials beyond the prescribed curriculum. Schools must comply with the established educational guidelines and avoid unauthorized demands for extra purchases.
- vi. The school shall display the list of books/writing materials (class-wise) to be introduced in the coming session as per rule well in advance at school website and also at conspicuous place so as to aware the parents in this regard. The school shall also display the specifications of uniforms accordingly.

vii. The school shall display the names, addresses and telephone numbers of at least five vendors/shops or more in the close proximity of the school where the books/writing materials, uniforms shall be available for the students to purchase. Apart from above displayed vendors/shops, the parents may also purchase the books/writing materials and uniforms from any other available source/shop which are having the same set of books/writing materials/uniforms as per their convenience and suitability.

viii. The school shall not force any parents/students to purchase books/writing materials, uniform from any selected vendor.

ix. The school shall not change the colour, design or any other specification of uniforms once so prescribed, at least for next three years.

Parents, guardians, and stakeholders can report violations to the Nodal Officer, ensuring timely intervention and strict action against defaulting schools. The details of the Nodal Officer is as under:

Name: Dr. Rajpal Singh, Dy. Director of Education (PSB)

Email: ddeact1@gmail.com

Helpline Number for redressal of grievances/complaint is - 9818154069

Further parents, guardians and stakeholders can also report any violations to the Nodal officers at district and zonal authorities as per the attached contact list. The operational timings for the dedicated helpline will be from 09:00 AM to 06:00PM on all working days.

Non-compliance of above, shall be viewed seriously and attract actions against the defaulter schools under Section 24 of DSEA&R, 1973. Further, appropriate action under BNS and BNSS against such malpractice will also be taken up as applicable.



(VEDITHA REDDY)

DIRECTOR (EDUCATION)

To,

All HOS/Managers,

Private Un-aided Recognized School of Delhi

No.F.DE. 15(305)/PSB/2020/2601-10

Dated: 01/04/2026

Copy for information and necessary action:-

1. The Secretary to Hon'ble Chief Minister, Delhi.
2. The Secretary to Hon'ble Minister of Education, Delhi.
3. PS to Secretary (Education), GNCTD, Old Secretariat, Delhi.
4. PPS to Director (Education), Dte. Of Education, GNCTD, Delhi.
5. All RDEs, Dte. Of Education, GNCTD, Delhi.
6. All District DDEs to ensure school visit of DE nominee and send a report alongwith relevant photographs within 24 hours to ensure that the school follows the circular.
7. All Zonal DDEs to ensure the strict compliance of these directions.
8. SO (IT) with the request to upload the same on the website of Directorate of Education, GNCTD for information of all management of Private Un-aided Recognised Schools of Delhi.
9. PS to Director (Education), MCD, 15th Floor, E-Block.
10. Civic Centre, JLN Marg, New Delhi- 110002.
11. Guard File.


(Dr. RAJPAL SINGH)

DY. DIRECTOR OF EDUCATION (PSB)

S.N.	Name of District/Zone	Nodal Officer	Contact No.
1	District East	Ms. Hemlata Pokriyal	9811564188
	Zone-1	Mr. Alok Kumar	7834864684
	Zone-2	Mr. M.N. Reddy	8970707858
	Zone-3	Ms. Poonam	9868925451
2	District North East-I	Kailash Kumar	9868341716
	Zone-4	Rajan Kumar	9990999133
3	District North East-II	Mr. Deepak Kumar	9810103979
	Zone-5	Mr. Ajay Kumar	8920865551
	Zone-6	Shailendra Singh	9045397102
4	District North	Dr. Neeraj Kumar Verma	9968442200
	Zone-7	Mr. Ravish	9522660009
	Zone-8	Mr. Rakesh Kumar Singh	9873515658
5	District North West-A	Mr. Subedar Yadav	9818226040
	Zone-9	Mr. Sanjeev Kumar Singh	9990245905
	Zone-10	Dr. Anjali Khatri	9555639155
6	District NW B-I	Mr. Anil Prakash Yadav	9013818424
	Zone-11	Mr. Sunil Kumar	9212164849
	Zon-12	Ms. Seema Dahiya	9990985454
7	District North West – B-II	Mr. Sandeep Kumar	9212121722
	Zone-13	Mr. Naveen	9416516301
8	District West A	Mr. Harish Kumar	9968394594
	Zone-14	Mr. Pawan Kumar	9818478702
	Zone-15	Sunita Kumari	9871088788
	Zone- 16	Ms. Ekpreet Kaur	9868377286
9	District West- B	Dr. Kapil Gupta	9999764491
	Zone-17	Sachin Gupta	9667564579
	Zone-18	Sumita Katyal	9891576423

10	District South West A	Mrs. Meenakshi	9650063017
	Zone-19	Mr. Dharmendra Singh	9800759664
	Zone-20	Mrs Ruchi Tandon	9818581316
11	District South West B-I	Mr. P.D Sharma,	9871290545
	Zone-21	Niranjan Kumar	9540309558
12	District South West B-II	Mr. Pradeep Kumar	9899799516
	Zone-22	Ms. Yashika Yadav	9717060813
13	District South	Mr. Deepak Singh	9528157762
	Zone-23	Mr. Nitin Rana	9717373727
	Zone-24	Mr. Mandeep Dagar	9871664771
14	District South East	Ms. Usha Rani,	9818925747
	Zone-25	Radhica Arora	9810946364
	Zone-29	Suman Taneja	8800201567
15	District Central & New Delhi	Brahmjeet singh	8630177203
	Zone-26	Sunil Srivastav	9650047540
	Zone-27	Akash Gupta	8586812743
	Zone-28	Priyanka Singh	9716658783