

B. Executive Committee.

1. The executive Committee shall consist of the following elected members of the General Body.
 - a) Chairman-Head of the school (ex-officio).
 - b) Vice-Chairman two elected (1 male, 1 female) one from among parents and one from teachers.
 - c) Hony. Secretary – elected from among the parents.
 - d) Hony. Joint Secretary – two, elected from among the parents and teachers (1 Male, 1 (Female).
 - e) Hony. Treasurer – elected from among the teachers.
 - f) Members – nine (5 from among parents and 4 among teachers).
 - g) Members may be co-opted in place of out going members.
2. One of the Vice-chairman shall preside over the meeting of the association in the absence of the Chairman.
3. Hony. Secretary shall be responsible for all the correspondence on behalf of the association and shall call meetings and arrange for programmes approved by Executive Committee.
4. Hony. Joint Secretary shall help Hony. Secretary.
5. Hony. Treasurer shall maintain the records of the association including the income and expenditure.
6. One of the elected members shall be nominated to the managing committee of the public school.

III Membership

All parents of the students shall be the members of the PTA and all teachers shall be its ex-officio members. No parents should continue as a member or office bearer of the PTA of the school, if his/her ward has left the school.

IV Fee.

All the members shall pay an annual fee of Rs.10/- or more as decided by the General Body.

V Deposits and operation of funds.

The PTA accounts may be opened with a scheduled bank or post office and shall be jointly operated by Treasurer along with Chairman/Secretary.

Fund shall be spent on the activities of the association subject to control of the Executive Committee Accounts shall be subjected to annual audit.

VI Election.

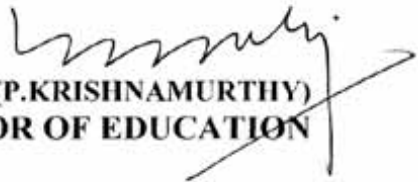
Election of the office bearers (Executive Committee) shall be held in the last week of April of every alternate year beginning from the academic session 2010-11.

VII Meeting

General Body Meeting (GBM) should be held at least once a year Executive Committee can meet as often as necessary but at least once in two months. Quorum for the GBM will be 50 members of 1/3 of the total strength whichever is less and for the Executive Committee, 5 members. No quorum is required for adjournment.

VIII Maintenance and upkeep of records.

1. All payment received through PTA should be against valid receipt. Receipt should be numbered and be issued by the authorized official.
2. The Students' annual contribution for unaided recognized schools the amount shall be decided by general body. If in case of emergency, the annual fee to be collected is to be increased further, a resolution to this effect will have to pass by the General Body. It will further require approval of the Managing Committee of the School.
3. The maximum limit for expenditure out of PTA fund may be decided by the general body of PTA.
4. The accounts of PTA should be maintained separately i.e. ledger, expenditure, vouchers should be maintained and it should be audited by a Chartered Accountant and be opened for inspection team.
5. The Executive Committee of the PTA must meet once in two month and the expenditure during the period should be ratified by the Committee and the total expenditure incurred should be got approved by the General Body of the PTA.


(P. KRISHNAMURTHY)
DIRECTOR OF EDUCATION

To,

The Managing Committee,
Through the Manager of the School,
All recognized unaided schools in NCT of Delhi.

Copy forwarded for information and appropriate action to:-

1. Director(Education)-MCD, Nigam Bhawan, Kashmiri Gate, Delhi,
2. Director(Education)-NDMC, Palika Bhawan, Connaught Place, New Delhi
3. Chief Executive Officer, Office of the Delhi Cantonment Board, Delhi Cantt., Delhi-10.
4. All Addl. Directors, Directorate of Education.
5. All Regional Directors, Directorate of Education.
6. All District Deputy Directors, Directorate of Education, Delhi with the direction to ensure that a copy is served to all unaided recognized schools under their jurisdiction against proper acknowledgement.
7. All Education Directors, Directorate of Education.
8. Incharge, Computer Cell to upload the order on the website of the Department.
9. Guard File

Copy forwarded for kind information:

1. PS to Hon'ble Lt. Governor
2. PS to Hon'ble Chief Minister
3. PS to Hon'ble Minister of Education
4. OSD to Chief Secretary
5. Principal Secretary (Education)
6. Commissioner MCD.
7. Chairperson NDMC


(MARCEL EKKA)
ASSTT. DIRECTOR OF EDUCATION (ACT)