

**GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI  
DIRECTORATE OF EDUCATION (ACT BRANCH)  
OLD SECRETARIAT, DELHI – 110054**

No.DE/15/150/ACT/2010/ 4854-69

Dated : 09/09/10

**O R D E R**

**Sub : Caution Money charged by schools.**

Reference this Office Order No.F.DE/15/(56)/Act2009/ 778 dated 11.02.2009, instances have come to the notice of the Directorate that some schools are charging more than five hundred rupees (each) as Caution Money from their Students, in violation of clause 18 of the above order and are not refunding the Caution Money to the students, at all.

In this regard, it is reiterated that all Recognized Unaided Schools shall strictly adhere to the following directions :-

1. Caution Money/Security Deposit shall not be charged/collected beyond Rs.500/- (Rupees five hundred only) per student.
2. Caution Money/Security Deposit shall be returned to the students on their leaving the school, whether or not the student requests for the same and in no case students shall be denied the refund of Caution Money.
3. In case of those ex-students who have not been refunded the Caution Money/Security Deposit, the schools shall inform them (students) at their last shown address in writing to collect the said amount within thirty days.
4. After the expiry of thirty days, the un-refunded Caution Money belonging to the ex-students shall be reflected as income for the next financial-year & it shall not be shown as liability. Further, this income shall also be taken into account while projecting fee structure for ensuing Academic year.




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6. Details of the students who were refunded the Caution Money and the amount lying unrefunded in respect of past and present Students separately should be submitted to the respective District Dy. Directors along with their financial returns every-year.

Non-compliance of these Orders shall be viewed seriously.

  
( P. KRISHNAMURTHY )  
DIRECTOR OF EDUCATION.

To,

The Managing Committees,  
through the Managers of  
All Recognized Un-aided Schools  
of NCT of Delhi.

NO.DE/15/150/ACT/ /2010/ 4854- 69

Dated: 09/09/10

Copy forwarded for information and appropriate action to :-

1. Director ( Education ),Municipal Corporation of Delhi,  
Nigam Bhawan,Kashmere Gate,Delhi.
2. Director ( Education ), New Delhi Muncial Corporation of Delhi,  
Palika Bhawan,Connaught Place,New Delhi.
3. Chief Executive Officer, Office of the Delhi Cantonment Board,Delhi Cantt.  
near Cantt. Police Station,Delhi-10.
4. All Addl.Directors , Directorate of Education,NCT of Delhi.
5. All Regional Directors, , Directorate of Education,NCT of Delhi
6. All District Deputy Directors, Directorate of Education,NCT of Delhi,with  
the direction to ensure that a copy of this Circular is served to all the Un-  
aided Recognised Private Schools under their jurisdiction against proper  
acknowledgement.
7. All Education Officers, Directorate of Education,NCT of Delhi.
8. In-charge, Computer Cell to upload the Order on the Website of the  
Department.
9. Guard file.

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Copy forwarded for kind information to :-

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



( Marcel Ekka )  
Asstt. Director of Education(Act)