

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

No. DE.15/Act-I/WPC-4109/Pt-2/13/10348 - 356

Dated 20.07.2016

**ORDER**

**Subject: Special Inspection of Private Unaided Recognised Schools for evaluation of proposals for Fee Increase for session 2016-17.**

In continuation of this Directorate Order of even number dated 15<sup>th</sup> July, 2016, the Manager/ HoS of the said schools are further directed to prepare/compile the documents/information as mentioned in the Annexure with this order for handing over certified copies by the HoS/ Manager thereof to the Chartered Accountants on the first day of inspection.

It is again re-iterated that every record and books of accounts shall be kept open by the Manager/ HoS of these schools for examination and scrutiny by these Chartered Accountants in accordance with sub-rule (3) of rule 180 of the Delhi School Education Rules, 1973 and the HoS/ Manager of the school shall be responsible to provide information and document sought by the Chartered Accountants.

As per the term of reference given to the empanelled chartered accountant firms, they have to compulsorily discuss various issues with 50 parents of the school students so as to derive information from all stakeholders. The Manager/HoS of the school will have to provide access to the contact details of all the parents to the chartered accountants firms who will be operating under non-disclosure conditionality with the Directorate of Education.

The Manager/ HoS shall make necessary arrangements for space and infrastructure for smooth conduct of the inspection by these Chartered Accountants. Any non-cooperation with the inspection team shall be viewed seriously by the Directorate.

This issues with the approval of Director of Education.

  
20/7/2016

(Dr. Ashima Jain, IAS)

**Additional Director of Education (Act-I)**

**To:**  
**HoS/ Manager**  
**Private Unaided Recognised Schools**  
**(As per List attached)**

**Enclosed- Annexure**

No. F. DE-15/ACT-I/WPC-4109/PART/13/10348 - 356

Dated: 20.07.16

Copy to:-

1. Pr. Secretary to Hon'ble Chief Minister, GNCT of Delhi.

2. Secretary to Hon'ble Dy. Chief Minister/MoE, GNCT of Delhi.
3. P.S. to Secretary (Education), Directorate of Education, GNCT of Delhi.
4. P.S. to Director (Education), Directorate of Education, GNCT of Delhi.
5. P.A. to Addl. Director of Education (Act-I), Directorate of Education, GNCT of Delhi.
6. All District DDEs
7. O.S. (IT) with the direction to upload the same on the Department's website.
8. Guard file.

*P. Lata*  
*2017/16*

**(P. Lata Tara)**

**Deputy Director of Education (Act-I)**

| S.no. | schid   | schname                                       | address  |
|-------|---------|---|--|
| 1     | 1821185 | DELHI PUBLIC SCHOOL                           | Phase-I, Sector-3, Dwarka, New Delhi   |
| 2     | 1413221 | DELHI PUBLIC SCHOOL ROHINI                    | SECTOR-24 PHASE-3 ROHINI NEW DELHI   |
| 3     | 1309170 | ST. ROSIER PUBIC SCHOOL                       | CD-4 Shalimar Bagh (Near Police Station) Delhi-88                                |
| 4     | 1002281 | East Point School                             | FC-26, DALLUPURA, VASUNDHARA ENCLAVE, PIN 110096                                 |
| 5     | 1719109 | RAMJAS SCHOOL                                 | SECTOR-IV R.K. PURAM NEW DELHI   |
| 6     | 1001181 | VIVEKANAND PUBLIC SCHOOL                      | B BLOCK ANAND VIHAR DELHI - 110092   |
| 7     | 1514087 | MIRA MODEL SCHOOL                             | B- BLOCK JANAKPURI NEW DELHI   |
| 8     | 1309229 | LITTLE FAIRY PUBLIC SCHOOL                    | Hudson Line,Kingsway camp, Delhi-110009  |
| 9     | 1411226 | LITTLE FAIRY PUBLIC SCHOOL                    | Ashok Vihar Ph-I Delhi-110052  |
| 10    | 1720149 | DELHI PUBLIC SCHOOL                           | Sector-C Pocket-5 Vasant Kunj New Delhi-110070                                   |
| 11    | 1002347 | THE BAPTIST CONVENT SCHOOL                    | CGHS COMPLEX, I.P. EXTN. PPG. DELHI-92   |
| 12    | 1925283 | CAMBRIDGE PRIMARY SCHOOL                      | A-Block, New Friends Colony, N.Delhi-65  |
| 13    | 1719119 | HOPE HALL FOUNDATION SCHOOL                   | SEC-VII R.K PURAM, OPPOSITE C.R.P.F CAMP , NEW DELHI                             |
| 14    | 1002276 | AHLCON PUB SCHOOL                             | MAYUR VIHAR, PHASE-I, DELHI-91   |
| 15    | 1720138 | POORNA PRAJNA PUBLIC SCHOOL                   | D-3 Vasant Kunj New Delhi-110070   |
| 16    | 1309194 | PRABHU DAYAL PUBLIC SCHOOL                    | DAKSHINI BLOCK-A, SHALIMAR BAGH, DELHI-88  |
| 17    | 1617185 | DOON PUBLIC SCHOOL                            | B-2 Paschim Vihar New Delhi-110063   |
| 18    | 1923264 | MOTHERS INTERNATIONAL SCHOOL                  | SRI AUROBINDO NEW DELHI - 110016   |
| 19    | 1719111 | DELHI PUBLIC SCHOOL,                          | SECTOR XII , R.K. PURAM NEW DELHI  |
| 20    | 1413305 | Adriel High School                            | Pocket 2,Sector-24,Rohini-110085   |
| 21    | 1617207 | ST. Matthews Public School ,A-6 Paschim Vihar | A-6 Paschim Vihar ,New Delhi-63  |
| 22    | 1002365 | Ahlcon International School                   | Mayur Vihar Phase-I,Delhi-91   |
| 23    | 1618184 | ADARSH PUBLIC SCHOOL                          | C BLOCK VIKAS PURI NEW DELHI   |
| 24    | 1821190 | MODERN CONVENT SCHOOL                         | SECTOR - IV DWARKA, NEW DELHI 110075   |
| 25    | 1821222 | Basava International School                   | Site No. 1,Sector-23,Dwarka New Delhi-75   |
| 26    | 1925282 | THE PINNACLE SCHOOL                           | D - BLOCK PANCSHEEL ENCLAVE NEW DELHI - 110017                                   |
| 27    | 1002353 | Mother Mary School                            | Site No I,Sahkarita Marg, Opp. OCS Apartment, Mayur Vihar, Phase-I, Delhi-110091 |
| 28    | 1413253 | ST. ANGELS SCHOOL                             | SECTOR-15, ROHINI, DELHI-85  |
| 29    | 1309178 | NORTH DELHI PUBLIC SCHOOL                     | B/P BLOCK, SHALIMAR BAGH, DELLHI-88  |
| 30    | 1617183 | SANT NIRANKARI PUBLIC SCHOOL                  | Avtar Enclave New Delhi-110063   |
| 31    | 1309189 | GURU TEGH BAHADUR PUBLIC SCHOOL               | Zone_C_ 19,Behind M Block Model Town IV Delhi 110009                             |
| 32    | 1720150 | GYAN MANDIR PUBLIC SCHOOL                     | E-Block Naraina Vihar New Delhi-110028   |
| 33    | 1411210 | MATA JAI KAUR PUBLIC SCHOOL                   | Ashok Vihar Ph-III Delhi-110052  |
| 34    | 1413294 | De Indian Public School                       | Pckt 11, Sector 24, Rohini, Delhi 85   |
| 35    | 1411213 | S.D.PUBLIC SCHOOL                             | BU-Block Pitampura Delhi-110088  |
| 36    | 1618248 | RAIN BOW ENGLISH SCHOOL                       | C-3 JANAK PURI NEW DELHI   |
| 37    | 1514089 | SUMERMAL JAIN PUBLIC SCHOOL                   | B-2 BLOCK JANAKPURI NEW DELHI-110058   |
| 38    | 1411192 | M.M. PUBLIC SCHOOL                            | Vasudha Enclave Pitam Puram Delhi-110034   |
| 39    | 1720160 | TAGORE PUBLIC SCHOOL                          | D-Block Naraina Vihar New Delhi-110028   |
| 40    | 1617140 | NEO CONVENT SR. SEC. SCHOOL, G-17 AREA        | Paschim Vihar New Delhi-110063   |
| 41    | 1821186 | ST. GREGORIOS SCHOOL                          | Plot No.12, Sector 11, Dwarka, N.Delhi-45  |
| 42    | 1001162 | ARUNODAYA PUBLIC SCHOOL                       | 1-A KARKARDOOMA INSTITUTIONAL AREA VIKAS MARG DELHI                              |

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| 43 | 1309237 | Jaspal Kaur Public School, B-Paschimi ShalimarBagh                      | Block B-Paschimi , ShalimarBagh,Delhi-88           |
| 44 | 1720146 | DEEP PUBLIC SCHOO   | D-II Vasant Kunj New Delhi-110070                  |
| 45 | 1413281 | Tecnia International School   | F-19,Sector-8,Rohini,New Delhi-85                  |
| 46 | 1411219 | RUKMINI DEVI PUBLIC SCHOOL  | CD Block Piampura Delhi-110088                     |
| 47 | 1618185 | BANASTHALI PUBLIC SCHOOL  | G-16 VIKAS PURI NEW DELHI                          |
| 48 | 1515114 | CAMBRIDGE FOUNDATION SCHOOL   | Rajouri Garden Extension New Delhi-110027          |
| 49 | 1720155 | MASONIC PUBLIC SCHOOL   | B-1 Vasant Kunj New Delhi-110070                   |
| 50 | 1309179 | NAVJEEVAN MODEL SCHOOL  | G.T.B. NAGAR, DELHI-9                              |
| 51 | 1821205 | Vandana International School  | Sector-10, Phase-I,Dwarka                          |
| 52 | 1618176 | ST. FRANCIS DE SALES SCHOOL   | A4C JANAKPURI NEW DELHI                            |
| 53 | 1413203 | DECENT PUBLIC SCHOOL  | B-BLOCK SECTOR-3 NEAR JAIN STHANAK ROHINI DELHI    |
| 54 | 1411209 | RISING STAR ACADEMY   | 110 Raj Nagar Pitam Pura Delhi-110034              |
| 55 | 1924189 | FR ANGEL SR. SEC SCHOOL   | GAUTAM NAGAR NEW DELHI - 110049                    |
| 56 | 1413243 | C.R.P.F. PUBLIC SCHOOL  | SECTOR-XIV,ROHINI,N DELHI                          |
| 57 | 1719122 | RATTAN CHAND ARYA PUBLIC SCHOOL   | Y-BLOCK SAROJIN NAGAR                              |
| 58 | 1002358 | UNIVERSAL PUBLIC SCHOOL   | BLOCK-A, PREET VIHAR, DELHI-92                     |
| 59 | 1106195 | HANS RAJ SMARAK SCHOOL  | Opp Pocket-E Dilshad Garden Delhi-110095           |
| 60 | 2128121 | BHAI JOGA SINGH PUBLIC SCHOOL   | D-4 Faiz Road Karol Bagh New Delhi-110005          |
| 61 | 1001209 | Nutan Vidya Mandir  | AGCR Enclave, Delhi - 92                           |
| 62 | 1821220 | Queen's Valley School   | Site-B Sect-8,Phase-I,Dwarka                       |
| 63 | 1105213 | HUDA MODERN PUBLIC SECONDARY SCHOOL                                     | Block-A New Zafarabad Delhi-110032                 |
| 64 | 1923249 | LAXMAN PUBLIC SCHOOL  | Hauz Khas Enclave, New Delhi-16                    |
| 65 | 1821239 | C.R.P.F. Public School  | Sector 16-B, Dwarka, New Delhi-75                  |
| 66 | 1617204 | GURUSHARAN CONVENT  | GH-9, Paschim Vihar, Delhi                         |
| 67 | 1719121 | SADHU VASWANI INTERNATIONAL SCHOOL FOR GIRLS                            | II-STREET, SHANTI NIKETAN, NEW DELHI               |
| 68 | 1821241 | VISHWA BHARATI PUBLIC SCHOOL  | SECTOR-6 DWARKA, NEW DELHI                         |
| 69 | 1002271 | NEW OXFORD PUBLIC SCHOOL  | B, BLOCK (B-122A) VIVEK VIHAR-1 DELHI              |
| 70 | 1925338 | SRI SATHYA SAI VIDYA VIHAR  | Block-A, Kalkaji Extn Area, N.Delhi-19             |
| 71 | 1925264 | DAISY DALES SR. SEC.SCHOOL  | E- 331 A, EAST OF KAILASH, NEW DELHI - 110065      |
| 72 | 1923340 | RED ROSES PUBLIC SCHOOL   | D - BLOCK SAKET NEW DELHI - 110017                 |
| 73 | 1001177 | DAYANAND MODEL SECONDARY SCHOOL   | VIVEK VIHAR DELHI - 110095                         |
| 74 | 1618204 | MHDC SARACWATI BAL MANDIR   | B-BLOCK JANAK PURI NEW DELHI-58                    |
| 75 | 1925269 | MATA GUJRI PUBLIC SCHOOL  | OPP. C- BLOCK GREATER KAILASH NEW DELHI - 110048   |
| 76 | 1514080 | GURU AMAR DASS PUBLIC SCHOOL  | 20 BLOCK TILAK NAGAR NEW DELHI-110018              |
| 77 | 1618181 | S.S. MOTA SINGH SR. SEC. MODEL SCHOOL                                   | A-4/C BLOCK JANAKPURI NEW DELHI                    |
| 78 | 1925416 | Balvant Ray Mehta Vidya Bhawan Anguridevi Shersingh Memorial Academy-II | Savitri Cinema Road, Greater Kailash-II, New Delhi |
| 79 | 1617186 | S.S. MOTA SINGH MODEL SCHOOL(SR. SEE.)                                  | GURU HARKRISHAN NAGAR ,PASCHIM VIHAR NEW DELHI     |
| 80 | 1925270 | CAMBRIDGE SCHOOL  | Srinivaspuri, New Delhi-65                         |
| 81 | 1925273 | BALVANTRAY MEHTA VIDYA BHAWAN ANGURIDEVI SHERSINGH MEMORIAL ACADEMY     | Savitri Cinema Road, Greater Kailash-II, New Delhi |
| 82 | 1309197 | GOODLEY PUBLIC SCHOOL   | B/D BLOCK SHALIMAR BAGH DELHI - 110088             |

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| 83 | 2026123 | JAIN HAPPY SCHOOL                   | S.Bhagat Singh Marg New Delhi-110001                   |
| 84 | 1413215 | ALOK BHARTI PUBLIC SCHOOL           | B-1 SECTOR-16 ROHINI DELHI                             |
| 85 | 1413214 | MANVI PUBLIC SCHOOL                 | BLOCK-C SECTOR-7 ROHINI DELHI                          |
| 86 | 1925350 | New Green Filed School              | Marg 22, Saket, New Delhi-17                           |
| 87 | 1003211 | LAXMI PUBLIC SR. SEC. SCHOOL        | M83-85 LAXMI NAGAR DELHI                               |
| 88 | 2026118 | SANSKRITI SCHOOL                    | Dr. S Radhakrishnan Marg Chanakyapuri New Delhi-110021 |
| 89 | 1925266 | NEW GREEN FIELDS SCHOOL             | ALAKHANANDA - 110019                                   |
| 90 | 1413241 | RUKMINI DEVI PUBLIC SCHOOL          | B-5 SEC-4 ROHINI, DELHI                                |
| 91 | 1720172 | Lalit Mahajan SVM School            | Vasant Vihar, Near CPWD Colony, New Delhi-57           |
| 92 | 1617162 | Richmond Global School              | N.S. Road, Mianwali Nagar, Paschim Vihar               |
| 93 | 1720127 | CHINMAYA VIDYALAYA                  | Munirka Marg Vasant Vihar New Delhi-110057             |
| 94 | 1821210 | Delhi International School          | Sector 23, Dwarka, New Delhi-77                        |
| 95 | 1514094 | HAPPY MODEL SCHOOL                  | B-2 Janak Puri New Delhi-110058                        |
| 96 | 1104311 | LOVELY ROSE PUBLIC SECONDARY SCHOOL | C-9 Yamuna Vihar Delhi-110053                          |
| 97 | 1002370 | NEW OXFORD PUBLIC SCHOOL            | D-45 A PREET VIHAR DELHI-95                            |

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## List of Documents to be collected from the schools

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| 1  | Detailed trial balance with opening, debit, credit and closing amounts for each year  |
| 2  | Journal and Ledger accounts   |
| 3  | Returns submitted by the school for each year along with all schedules and annexures  |
| 4  | Detail of fees charged by the school in the form of tuition fees, development fees, activity fees, transport fees, library fees, any other earmarked levies   |
| 5  | Detail of income earned by the school i.e. fees, fines, interest etc.   |
| 6  | Statement of fees submitted by the school to the Director before the commencement for each academic year  |
| 7  | List of students with details such as name of student, name of parent, contact no. of parent, class in which child studies, whether WS/ DG category, fees structure etc.  |
| 8  | In case of any hike in fees, collect the list of present fee charged by the school, and approval for hike in fees, if any   |
| 9  | Receipt register  |
| 10 | Cash book   |
| 11 | Bank Statements of all the bank accounts maintained by the school   |
| 12 | Fixed Asset Register  |
| 13 | Copy of major contracts   |
| 14 | List of bids invited/ received, Copy of bid quotations, comparative statement and Bid Evaluation Sheets for major contracts   |
| 15 | Registers and records for the following:<br>a. Fees received from students (in respect of admission fee, tuition fee, library fee, examination fee, etc.).<br>b. Grants-in-aid received from various sources.<br>c. scholarship and special stipends.<br>d. Funds such as building, library, laboratory, games, furniture, equipments, endowment, provident fund, poor students fund, deposits, etc.<br>e. immovable properties and other fixed assets.<br>f. investments.<br>g. Minutes of the meetings of the Managing Committee of the school.<br>h. stock (for books, stationery, uniform, etc.).<br>i. Caution money received from students. |
| 16 | List of teachers along with qualifications  |
| 17 | Minutes of selection committee for teachers along with the attendance sheet   |
| 18 | CV of the teacher hired and documents maintained  |
| 19 | Copies of Fixed Deposit Receipts  |
| 20 | Challans for statutory payments   |
| 21 | Copy of statutory returns filed   |
| 22 | Minutes for managing committee for major decisions like fee hike, hire of teachers etc.   |
| 23 | Challans, bills, invoice etc. for top 200 payments for each year  |
| 24 | Statement of loans and advances   |

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20/7/16