

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

No. F. DE-15/ACT-I/WPC-4109/PART/13/10675-10683 Dated: 04/08/16

ORDER

Whereas this Directorate vide orders of even number dated 16.04.2016 and No. F. DE-15/ACT-I/WPC-5256/16/9352-9359 dated 03.06.2016 sought online proposals of fee increase for prior sanction of the Director of Education, from the Unaided Recognised Private Schools allotted land by the land owning agencies on the condition of obtaining such prior sanction for fee increase from the Director of Education, up to 31st July, 2016;

And whereas total 115 private unaided recognised schools have submitted their online proposals upto 31.07.2016 out of which inspection of 79 schools has already been started and the proposals submitted by remaining schools have also been scrutinised by this Directorate. On scrutiny of these proposals and documents uploaded by these schools, some discrepancies have been found in the uploaded documents being 'Incomplete' or 'Illegible' or 'Not in Specified Format';

And Whereas this Directorate has decided to carry out an inspection of these schools under section 24 of the Delhi School Education Act, 1973 read with rule 190 of the Delhi School Education Rules, 1973 for the purposes of Scrutiny and Verification of these proposals with the books of accounts and other records maintained by the school by a team of Chartered Accountants from the Empanelled firms of this Directorate;

Now, therefore, in terms of the rule 191 of the Delhi School Education Rules, 1973, the Manager/HoS of the schools mentioned in the list attached, are hereby given advance intimation of the proposal to carry out inspection **tentatively from 16th August, 2016 onwards.**

The Manager/ HoS of these schools are therefore directed,-

- (a) to rectify the deficiencies pointed out by this Directorate in the documents uploaded by the school and provide updated documents in legible and specified format to the Chartered Accountants on the first day of inspection.
- (b) To keep all record and books of accounts open for examination and scrutiny by the Chartered Accountants in accordance with sub-rule (3) of rule 180 of the Delhi School Education Rules, 1973;
- (c) 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.
- (d) As per term of reference given to empanelled chartered accountant firms, they have to compulsorily discuss various issues with 50 parents of the

Ashim Jain
4/8/2016

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 parents to the chartered accountants firm who will be operating under non-disclosure conditionality with the Directorate of Education;

- (e) to provide all additional information and documents sought by the Chartered Accountants.
- (f) to 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.

The details of discrepancies in the online proposal for fee increase and uploaded documents may be checked by the Manager/ HoS through school login on the link '*Discrepancies in Fee increase proposal 2016-17*' available on the website of this Directorate.

The Manager/ HoS are further directed not to charge any increased fee till the disposal of their proposal of fee increase by this Directorate.

This issues with the approval of the Director Education.

Ashima Jain
4/8/2016
(Dr. ASHIMA JAIN, IAS)

ADDL.DIRECTOR OF EDUCATION

To
The Manager/ HoS
Private Recognised Unaided Schools,
(As per List Enclosed)

Enclosure: As above

No. F. DE-15/ACT-I/WPC-4109/PART/13/10675-10683 Dated: 04/08/16

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.

Yogesh Pratap
(YOGESH PRATAP)

DEPUTY DIRECTOR OF EDUCATION (ACT-I)

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List of Documents to be collected from the schools

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: a. Fees received from students (in respect of admission fee, tuition fee, library fee, examination fee, etc.). b. Grants-in-aid received from various sources. c. scholarship and special stipends. d. Funds such as building, library, laboratory, games, furniture, equipments, endowment, provident fund, poor students fund, deposits, etc. e. immovable properties and other fixed assets. f. investments. g. Minutes of the meetings of the Managing Committee of the school. h. stock (for books, stationery, uniform, etc.). 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

S.No.	schid	schname	address	District
1	1720149	DELHI PUBLIC SCHOOL	Sector-C Pocket-5 Vasant Kunj New	South West A
2	1617185	DOON PUBLIC SCHOOL	B-2 Paschim Vihar New Delhi-110063	West B
3	1413305	Adriel High School	Pocket 2,Sector-24,Rohini-110085	North West B
4	1821190	MODERN CONVENT SCHOOL	SECTOR - IV DWARKA, NEW	South West B
5	1002353	Mother Mary School	Site No I,Sahkarita Marg, Opp. OCS Apartment, Mayur Vihar, Phase-I, Delhi-	East
6	1413253	ST. ANGELS SCHOOL	SECTOR-15, ROHINI, DELHI-85	North West B
7	1617140	NEO CONVENT SR. SEC. SCHOOL, G-17 AREA	Paschim Vihar New Delhi-110063	West B
8	1720146	DEEP PUBLIC SCHOOL	D-II Vasant Kunj New Delhi-110070	South West A
9	1411219	RUKMINI DEVI PUBLIC SCHOOL	CD Block Pitampura Delhi-110088	North West B
10	1720155	MASONIC PUBLIC SCHOOL	B-1 Vasant Kunj New Delhi-110070	South West A
11	1618181	S.S. MOTA SINGH SR. SEC. MODEL SCHOOL	A-4/C BLOCK JANAKPURI NEW DELHI	West B
12	1309197	GOODLEY PUBLIC SCHOOL	B/D BLOCK SHALIMAR BAGH	North West A
13	1413214	MANVI PUBLIC SCHOOL	BLOCK-C SECTOR-7 ROHINI DELHI	North West B
13	2026118	SANSKRITI SCHOOL	Dr. S Radhakrishnan Marg Chanakyapuri New Delhi-110021	New Delhi
14	1413241	RUKMINI DEVI PUBLIC SCHOOL	B-5 SEC-4 ROHINI, DELHI	North West B
16	1821210	Delhi International School	Sector 23,Dwarka,New Delhi-77	South West B
15	1002370	NEW OXFORD PUBLIC SCHOOL	D-45 A PREET VIHAR DELHI-95	East
18	1719116	DELHI POLICE PUBLIC SCHOOL	B-4 SAFDARJANG ENCLAVE, NEW DELHI	South
19	2026130	BHARATIYA VIDYA BHAVANS MEHTA VIDYALAYA	Kasturba Gandhi Marg New Delhi-110001	New Delhi
20	1309275	Delhi Police Public School	New Police line Kingsway Camp, GTB Nagar Delhi-9	North West A
21	1923263	Mount Columbus School	C-Block, Dakshinpuri, New Delhi-110062	South
22	1924147	THE WAULDEN SCHOOL	A - BLOCK NITI BAGH NEW DELHI 110049	South
23	1923282	ARYA PUBLIC SCHOOL	C/O ARYA SAMAJ, MALVIYA NAGAR, NEW DELHI - 110017	South
24	2128127	C.L.Bhalla Dayanand Model School	PLOT NO-7 JHANDEWALAN KAROL BAGH, NEW DELHI	Central
25	1104433	DELHI POLICE PUBLIC SCHOOL	PTS Campus, WAZIRABAD DELHI - 94	North East
26	1924138	AIR FORCE BAL BHARTI SCHOOL	Lodhi Road, New Delhi-3	South East

27	1310280	DAV CENTENARY PUBLIC SCHOOL	NARELA DELHI - 110040	North West A
28	1515120	JASWANT LAL PUBLIC SCHOOL	13/77 Punjabi Bagh New Delhi-110026	West A
29	1411212	GURU NANAK PUBLIC SCHOOL	Pushpanjali Enclave Pitam Pura Delhi-110034	North West B
30	1309235	Darshan Academy, Kripal Bagh	Kripal Bagh ,Bhama Shah Road ,Sant Kripal Sing Marg Delhi-09	North West A
31	1411243	Abhinav Pub. School	Pitam Pura,Delhi	North West B
32	1821233	Adarsh World School	Sector 12 Dwarka, New Delhi-75	South West B
33	1105208	GREENFIELDS PUBLIC SCHOOL	Dilshad Garden GTB Enclave Delhi-110093	North East
34	1821230	Bal Bhavan International School	Sector-12,Dwarka,New Delhi-75	South West B
35	1001183	DAV PUBLIC SCHOOL	DAYANAND VIHAR DELHI	East