

GOVERNMENT OF NATIONAL CAPITAL OF TERRITORY  
DIRECTORATE OF EDUCATION  
OLD SECRETARIAT, CIVIL LINES, DELHI-110054  
(PRIVATE SCHOOL BRANCH)

No.F.DE-15/PSB(PMU)/Fee Hike/2017-18/ 14073-082 Dated: 7/4/2017

ORDER

Whereas Hon'ble High Court of Delhi vide judgement dated 9.01.2016 in the writ Petition No 4109/2013 in the matter of Justice for All versus GNCTD and others has directed the Director of Education to ensure the compliance of the term, if any, in the letter of allotment regarding the increase of the fee by all the Private Recognised Unaided Schools which are allotted land by DDA;

Now, therefore, in continuation of this Directorate's circular dated 27.03.2017, all the Head of Schools/Managers of Private Recognised Unaided Schools, allotted land by the land owning agencies on the condition of seeking prior sanction of Director of Education for increase in fee, are directed to submit their proposals, if any, for prior sanction of the Director of Education for increase in tuition fee/fee for the academic session 2017-18, online through website of Directorate and upload the returns and documents mentioned therein latest by 30.04.2017. Any incomplete proposal shall be summarily rejected.

The proposals submitted by the schools shall be scrutinised by the Director through any officer or teams authorized in this behalf. In case, no proposal is submitted by the school in terms of this order, the school shall not increase the tuition fee/fee. Such schools are strictly directed not to increase any fee until the sanction is conveyed to their proposal by Director of Education. In case of any complaint regarding increase of any fee without such prior approval will be viewed seriously and will make the school liable for action against itself as per the statutory provisions.

The link of module for submitting the proposals online and uploading the returns and documents shall be uploaded soon on the website of the Directorate at the link school plant-> fee structure-> proposal for fee hike 2017-18 through school login and password.

This issues with prior approval of the Competent Authority.

*Ashima Jain*  
7/4/2017  
(Dr. Ashima Jain, IAS)  
Additional Director of Education,  
Private School Branch

To

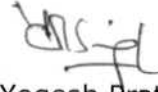
Head of School/Manager,  
Private Unaided Recognized Schools,  
(Running on the land allotted by DDA/Other Govt. Agencies with stipulated condition in their allotment letter/lease deed, to take prior sanction of Director of Education for fee hike.)

Contd. at page No.2

No.F.DE-15/PSB(PMU)/Fee Hike/2017-18/4073-082 Dated: 7/4/2017

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 (PSB), Directorate of Education, GNCT of Delhi.
6. All District DDEs to ensure that no such school falling under their jurisdiction shall increase rates of tuition fee without prior sanction of Director (Education) and in case of any violation, the matter may be referred to Private School Branch, Directorate of Education for necessary action.
7. All DE's- Nominees in respect of Private Recognised Unaided Schools through DDE's concerned.
8. O.S.(IT) with the direction to upload this order on the Department's Website.
9. Guard file.



(Yogesh Pratap)  
Deputy Director of Education  
Private School Branch

Proposal For Enhancement Of Fee For The Academic Session 2017-18

1. Name of school alongwith ID:
2. Address & Phone No.:
3. Name of Society:
4. Recognition No. with year and class till which recognised:
5. Recognition under DSEAR'1973/RTE,2009
6. Type of recognition(Provisional/Permanent):
7. Entry level class:
8. Number of total Students on roll of the school:
9. Level of School—Middle/Secondary/Sr. Secondary:
10. Year of Allotment of land by DDA/other agency:
11. Area of land allotted(in square meter):
12. Detail of fee:-

Class	No. of students	Tution fee		Development Fee		Annual Charges		Earmarked Levies (for each levy separately)*		
		Existing (2016-17)	Proposed (2017-18)	Existing (2016-17)	Proposed (2017-18)	Existing (2016-17)	Proposed (2017-18)	Description of fee (levy)	Existing (2016-17)	Proposed (2017-18)
1	2	3		4		5		6		

(Please fill separate table for each class)

(\*Note: Any type of fee levied by school by whatsoever name, not included in column 3 to 5 above, is to be included herein)

UNDERTAKING

I hereby certify that the documents submitted in this proposal are true copies and as per school record and all information submitted herein is as per school record and true to the best of my knowledge and belief.

Signature of Manager  
with Seal

Documents to be submitted by un-aided Recognized school seeking approval  
for enhancement of fee

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1. Final Accounts, i.e. receipt and payment account, income and expenditure and balance sheet of the years 2014-15, 2015-16 (duly audited by the Chartered Accountants) in format as per Appendix-II of DSER, 1973 specified vide order dated 16.04.2016.
2. Unaudited Final Accounts i.e. Receipts and Payment Account, Income and Expenditure and Balance Sheet for the year 2016-17 (duly audited by the Chartered Accountants) in format as per Appendix-II of DSER, 1973 specified vide order dated 16.04.2016.
3. Budgets estimates of Receipt and Payments of ensuing year 2017-18.
4. Staff Statement as on 01.04.2017.
5. Statement of salary disbursed as on 31.03.2017.
6. Detail of all funds such as Reserve Fund, General Fund and Gratuity Fund etc and Surplus if any, as on 31.03.2017.
7. Detail of FDRs in respect of each fund separately, as on 31<sup>st</sup> March, 2017.
8. Detail justification of enhancement of fee for ensuing year with calculation sheet for the year 2017-18.
9. Copy of letter of allotment and lease deed in respect of allotted land to school.
10. Copy of resolution (alongwith relevant document, if any) passed by the Managing Committee for enhancement of fee for the year 2017-18.

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