

GOVT. OF NATIONAL CAPITAL TERRITORY OF DELHI
D I R E C T O R A T E O F E D U C A T I O N
(PRIVATE SCHOOL BRANCH)
OLD SECTT: DELHI-54

No.F./DE/PSB/2017/ 16604


Dated: 3/7/17

ORDER

Whereas, section 17(3) of Delhi School Education Act, 1973 provides that Manager of every recognized school, shall, before the commencement of each academic session, file with the Director a full statement of fees to be levied by such school during the ensuing academic session, and except with the prior approval of Director, no such school shall charge, during that academic session, any fee in excess of the fee specified by the manager in the said statement.

And Whereas, the Hon'ble Supreme Court by a common majority judgment dated 27-04-2004 in Civil Appeal no.2699 of 2001 (Modern School V/s Union of India) & 11 connected Civil Appeal no's 2700 to 2710 of 2001, directed that "Every school is required to file a statement of fee every year before ensuring academic session under section 17 (3) of the Act with the Director of Education. Such statement will indicate estimated income of the school derived from fees, estimated current operational expenses towards salaries and allowances payable to employees in terms of rule 177(1) of the rules. Such estimate will also indicate provision for donation, gratuity, reserve fund and other items under rule 177(2) and savings thereafter, if any, in terms of the proviso to Rule 177(1)".

Now, therefore, in exercise of the powers conferred under section 17(3), 18(5) & 24(3) read with sub-rule (xviii) of rule 50 of the Delhi School Education Rules, 1973, and also in pursuance of the direction given by the Hon'ble Supreme Court of India in the judgment dated 27-04-2004 in Modern School case as referred above, I, Saumya Gupta, Director (Education) hereby specify the format to file the full statement of the fees under section 17(3) of Delhi School Education Act, 1973 by the Private Unaided Recognized Schools of Delhi for the current academic session i.e. 2017-18 onwards with the district authority concerned (format enclosed). Those schools which have already submitted statement of fees for current academic year need not to submit the same again.


(Saumya Gupta), IAS
Director of Education

HoS/Manager,
All Private Unaided Recognized Schools,
NCT of Delhi

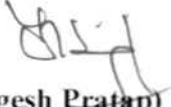
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No.F./DE/PSB/2017/ 16605-611

Dated: 3/7/17

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), Dte. of Education, GNCT of Delhi.
4. P.S. to Director (Education), Dte. of Education, GNCT of Delhi.
5. P.A. to Addl. Director of Education (PSB), Dte. of Education, GNCT of Delhi.
6. All District DDEs to inform schools that statement of fee already submitted by Private Schools need not be re-submitted. This order is applicable from the current FY 2017-18 to the schools yet to submit the statement of fee and onwards for all the schools.
7. OS(IT) with the direction to upload the same on the department's website.
8. Guard file.


(Yogesh Pratap)
Dy. Director (PSB)

Class	No. of Students on roll		No. of fee paying Students		Tuition Fee in Rs.(Monthly)		Development Fee in Rs.(Monthly)		Annual Fee in Rs.(Yearly)	
	2016-17	2017-18	2016-17	2017-18	Fee (2016-17)	Proposed Fee(2017-18)	Fee (2016-17)	Proposed Fee(2017-18)	Fee (2016-17)	Proposed Fee(2017-18)
12(Art.)										
12(voc.)										
12(Com.)										

Earmarked Levies/other fee/fund/charges (For each head separately)*				
class	Description	Fee Type	Existing (2016-17)	Proposed (2017-18)
Nursery	PUPIL FUND	Monthly		
Nursery	ACTIVITY FEE	yearly		

*School should mention each and every levy/fees charged from student during the years and or at the time of admission.

II. (II) Details of Income generated by the school:-

Sl. No.	Particulars.	Provisional amount (2016-17)	Estimated amount (2017-18)
01	Tuition fee		
02	Annual charges		
03	Development fee		
04	Earmarked Levies (For each head separately)(Row can be added for each levy)		
05	Any other income:- 1. Admission Fee 2. Registration Fees 3. Interest income 4. Rent/lease 5. Un-refunded caution Money 6. Fines 7. Income from Building (e.g. Examination Centre Fees, etc.)		

	Fees, etc.) 9. Any other income (Specify each head)		
06	Donations/Gift/Endowment		
07	Others		
08	Total		

III. Details of expenses incurred by the school:

- a. Expenses towards Standard Cost of Establishment and allowance/ benefits payable to employees along with curricular expenses of revenue nature (As per Clause 4 of Order No.: DE.15/Act/Duggal.Com/203/99/23033-23980 dated 15.12.1999 and Clause 19 of Order Dated 11.02.2009):**

Particulars.	Provisional amount (2016-17)	Estimated amount (2017-18)
Income		
Tuition Fees (A)	As per Sl. No. 1 of II above	As per Sl. No. 1 of II above
Expenses		
Salary Expenses		
Gratuity & Leave Encashment		
PF & ESIC Payable		
Bonus		
Casual Salary/ Temporary Staff Salary		
Other Staff Benefits		
Curricular Expenses (Rows can be added for different heads of expenses)		
Total Expenses (B)		
Surplus / Deficit against Tuition Fees (A – B)		

- b. Expenses towards all revenue expenses not included against the tuition fee above and Overheads and expenses on play-grounds, sports equipments, cultural and other co-curricular activities (As per Clause 5 of Order No.: DE.15/Act/Duggal.Com/203/99/23033-23980 dated 15.12.1999 and Clause 21 of Order Dated 11.02.2009):**

Particulars.	Provisional amount (2016-17)	Estimated amount (2017-18)
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Income		
Annual Charges (A)	As per Sl. No. 2 of II above	As per Sl. No. 2 of II above
Expenses		
Electricity Expenses		
Cultural Activity Expenses		
Water Charges		
Repair & Maintenance		
Other Expense (Rows can be added for different heads of expenses)		
Total Expenses (B)		
Surplus / Deficit against Annual Charges (A – B)		

c. Expenses towards Earmarked Levies (As per Clause 6 of Order No.: DE.15/Act/Duggal.Com/203/99/23033-23980 dated 15.12.1999 and Clause 22 of Order Dated 11.02.2009): (Separate for Each earmarked Levy)

Particulars.	Provisional amount (2016-17)	Estimated amount (2017-18)
Income		
Collection of Earmarked Levies – Transport Fees (A)	As per Sl. No. 4 of II above	As per Sl. No. 4 of II above
Expenses		
Transport – Salary Expenses		
Transport- Fuel Cost		
Transport – Maintenance Expenses		
Transport- Insurance		
Transport – Hire Charges		
Other Expense (Rows can be added for different heads of expenses)		
Total Expenses (B)		
Surplus / Deficit against Earmarked Levies (A – B)		

Annual Charges (A)	As per Sl. No. 2 of II above	As per Sl. No. 2 of II above
Expenses		
Electricity Expenses		
Cultural Activity Expenses		
Water Charges		
Repair & Maintenance		
Purchase of fixture		
Any other		
Total Expenses (B)		
Surplus / Deficit against Annual Charges (A – B)		

c. Expenses towards Earmarked Levies (As per Clause 6 of Order No.: DE.15/Act/Duggal.Com/203/99/23033-23980 dated 15.12.1999 and Clause 22 of Order Dated 11.02.2009): (Separate for Each earmarked Levy)

Particulars.	Provisional amount (2016-17)	Estimated amount (2017-18)
Income		
Collection of Earmarked Levies – Transport Fees (A)	As per Sl. No. 4 of II above	As per Sl. No. 4 of II above
Expenses		
Transport – Salary Expenses		
Transport- Fuel Cost		
Transport – Maintenance Expenses		
Transport- Insurance		
Transport – Hire Charges		
Other Expense (Rows can be added for different heads of expenses)		
Total Expenses (B)		
Surplus / Deficit against Earmarked Levies (A – B)		

- d. Expenditure for Supplementing the resources for purchase, upgradation and replacement of Furniture, Fixtures & Equipments (As per Clause 7 of Order No.: DE.15/Act/Duggal.Com/203 /99/23033-23980 dated 15.12.1999 and Clause 14 of Order Dated 11.02.2009)

Particulars.	Provisional amount (2016-17)	Estimated amount (2017-18)
Receipt		
Total Collection of Development Fee (A)	As per Sl. No. 3 of II above	As per Sl. No. 3 of II above
Expenditure		
Purchase of Furniture		
Purchase of Equipments		
Other Expenditure (Rows can be added for different expenditures)		
Total Expenses (B)		
Development Fee Balance / Deficit (A – B)		

IV. Summary of Income of the School

Particulars.	Provisional amount (2016-17)	Estimated amount (2017-18)
Surplus / Deficit against Tuition Fees (A)	(As per II (a) above)	(As per II (a) above)
Surplus / Deficit against Annual Charges (B)	(As per II (b) above)	(As per II (b) above)
Surplus / Deficit against Earmarked Levies (C)	(As per II (c) above)	(As per II (c) above)
Other Income of the School (D)	(Total of 5, 6 & 7 of II above)	(Total of 5, 6 & 7 of II above)
Total (A + B + C + D)		
Less: Any Other Expenses/ expenditure proposed by the school not covered above (rows can be added here for different heads)		
Net Surplus/ Deficit of the School		
Development Fee Surplus/ Deficit	(As per II (d) above)	(As per II (d) above)

V. Summary of Reserves and Funds as at 31s March 2017:

Particulars	Amount (Rs.)
Recognized Unaided School Fund	
Capital Fund	
Corpus Fund	
Reserve Fund	
Development Fund (Unutilized)	
Any Other Fund or Reserve (rows can be added here)	
Total	

VI. Summary of Investments, Bank Balances, Fixed Deposits, Cash in Hand and Balance with Society/ other School as at March 31, 2017:

Particulars	Amount (Rs.)
FDR (Development Fund)	
FDR (Gratuity & Leave Encashment)	
FDR (CBSE)	
FDR (Salary Reserve jointly with DoE)	
Bank Balance (Development Fund)	
Bank Balance (XXXX Fund)	
Bank Balance (General Fund)	
Cash in Hand	
Balance with Society (Receivable)	
Balance with Other Schools (Receivable)	
Any other amount advanced by the school (Other than security deposit against services availed. e.g. Telephone Security with service provider)	
Any Other Balance with Bank or FDRs or Investments (rows can be added here)	
Total	

Note:- The school shall determine and utilize the fee in letter & spirit of the provisions of DSEA & R 1973 along with all Orders, Notifications and Court Judgements.

Rule 177 of Delhi School Education Rules, 1973 shows that salaries and allowances shall come out from the fees whereas Capital expenditure will be a charge on the savings. Capital expenditure can not constitute a component of the financial fee structure. Salaries and allowances are revenue expenses incurred during the current year and, therefore have to come out of the fees of the current year while Capital Expenditure/Investments have to come from savings. (Extract from the Judgement of Hon'ble Supreme Court in Modern School's case.)

Documents to be attached

1. Legible Copy of Minutes of Meeting of the Managing Committee of the School in respect of approval of the fee structure for the ensuing academic session of 2017-18.
2. In case of the school running on DDA/ Government land having the clause of seeking prior approval of Director Education, the school shall submit a legible copy of approval of fee structure by DoE.