

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
DIRECTORATE OF EDUCATION
OLD SECRETARIAT DELHI-54

No.F.DE./15(56)/ACT/2009/778

Dated: 11.02.2009

ORDER

In exercise of the powers conferred under sub section 3 of Section 17, sub section 3 of Section 24 of the Delhi School Education Act, 1973 read with sub sections 4 and 5 of Section 18 of the Delhi School Education Act, 1973 and with Rules 50, 51, 177 and 180 of the Delhi School Education Rules, 1973 and all other powers enabling me in this behalf and in continuation of the previous orders no. DE.15/ Act/Duggal.com/203/99/23039-23988 dated 15.12.1999, F.DE.15/Act/ 2K/243/KKK/ 883-1982 dated 10.02.2005 and No.DE15/Act/2006/738-798 dated 02.02.2006, I, Chandra Bhushan Kumar, Director of Education, Government of NCT of Delhi hereby give the following directions to all the recognized unaided private schools in the National Capital Territory of Delhi for the implementation of the recommendations of the 6th Central Pay Commission w.e.f the academic session 2008-09 and meet the financial requirement arising therefrom:

1. A fee hike is not mandatory for recognized unaided Schools in the NCT of Delhi.
2. All schools must, first of all, explore the possibility of utilizing the existing reserve to meet any shortfall in payment of salaries and allowances, as a consequence of increase in the salaries and allowances of employees.
3. If any school still feels it necessary to hike the Tuition Fee, it shall present its case, along with detailed financial statements indicating income and expenditure on each account, to the Parent Teacher Association to justify the need for any hike. Any increase in Tuition Fee shall be effected only after fulfilling this requirements and further subject to the cap prescribed in paragraph 4 below.
4. All schools have been placed in five(5) categories based on their monthly Tuition Fees at present , increase in the tuition fee , as mentioned below, is permitted with effect from 1 September 2008 for those schools who need to raise additional funding for additional requirement on account of the implementation of 6th Central Pay Commission recommendations:

Category	Existing Tuition Fee (Per Month)	Proposed increase in Tuition Fee (Maximum limit) (per month)
1	Upto Rs.500/-P.M.	Rs.100/-p.m.
2	Rs.501/- to Rs.1,000/-	Rs.200/-p.m.
3	Rs.1,001/- to Rs.1,500/-	Rs.300/-p.m.
4	Rs.1,501/- to Rs.2,000/-	Rs.400/-p.m.
5	Above Rs.1,000/-	Rs.500/-p.m.

5. There shall be any further increase in the Tuition Fee beyond the limit prescribed in para 4 hereinabove, till March 2010.
6. The Parents shall be allowed to deposit the arrears on account of the above Tuition Fee effective from 1st September, 2008 by 31st March, 2009.

7. The arrears for meeting the requirement of salary etc. from 1st January 2006 to 31st August 2008 as per 6th Central Pay Commission recommendations will be paid by the parents subject to the limitation prescribed below:

Category	Existing Tuition Fee (Per month)	Arrears		Total (i+ii)
		(1 st installment) (i)	(2 nd Installment) (ii)	
1	Upto Rs.500 P.M.	Rs.1,000/-	Rs.1000/-	Rs.2000/-
2	Rs.501/- to Rs.1000/-	Rs.1,250/-	Rs.1,250/-	Rs.2,500/-
3	Rs.1001/-to Rs.1,500	Rs.1,500/-	Rs.1,500/-	Rs.3,000/-
4	Rs.1501/- to Rs.2,000	Rs.1,750/-	Rs.1,750/-	Rs.3,500/-
5	Above Rs.2,000/-	Rs.2,250/-	Rs.2,250/-	Rs.4,500/-

The first installment may be deposited by 31st March 2009 and the second by 30th September 2009. Schools, however, are at liberty to prescribe later cases.

8. Teachers and other employees shall be paid the first installment of their arrears @40% of the total amount by 30th April 2009 by the schools. The second installment of arrears i.e. the remaining 60% shall be paid by 31st October 2009.
9. No need student, who is appearing in Board examination, shall be denied admit card, school leaving certificate or any other document, or be disallowed from appearing in the Board Examination on account of any non-payment or delayed payment arising out of this order.
10. A Grievance Redressal Committee has been constituted with the Director (Education) as the Chairperson with two other. Members and one Chartered Accountant. Any school or parent, who is aggrieved by this order shall approach the Grievance Redressal Committee, along with the head of the Parent Teacher Association, within 30 days from the issue of the order. The School shall present the accounts of the school before the Committee. The Committee shall resolve each grievance brought before it.
11. The Schools should not consider the increase in fee to be the only source of augmenting their revenue. They should also venture upon other permissible measures for increasing revenue receipts.
12. The amount of fee collected between January 2006 and August 2008 August utilized for purpose other than payment of salary /allowances or organizing curricular activities should be considered as amount available for payment of arrears and the liability of arrears for the purpose of recovery from students should be taken as reduced to that extent.
13. Interest on deposits made as a condition precedent to the recognition of the schools and as pledged in favour of the Government should be utilized for payment of arrears in the present case.
14. Development fee, not exceeding 15% of the total annual tuition fee may be charged for supplementing the resources for purchase, up gradation and replacement of furniture, fixtures and equipment. Development Fee, if required to be charged, shall be treated as capital receipt and shall be collected only if the school is maintaining a Depreciation Reserve Fund, equivalent to the depreciation charged in the revenue accounts and the collection under this head along with and income generated from the investment made out of this fund, will be kept in a separately maintained Development fund Account.

15. However, the additional increase in Development Fee on account of increase in Tuition fee shall be utilized for the purpose of meeting any shortfall on account of salary/arrears only.
16. No Registration Fee of more than twenty five rupees per student prior to admission shall be charged.
17. No Admission Fee of more than two hundred rupees per student, at the time of admission shall be charged. Admission fee shall not be charged again from any student who is once given admission as long as he remains on the rolls of the school.
18. No Caution Money/Security Deposit of more than five hundred rupees per student shall be charged. The Caution Money, thus collected shall be kept deposited in a Scheduled Bank in the name of the concerned school and shall be returned to the student at the time of her/his leaving the school along with the bank interest thereon irrespective of whether or not he/she requests for a refund.
19. The Tuition Fee shall be so determined as to cover the standard cost of establishment including provisions for DA, bonus, etc, and all terminal benefits as also the expenditure of revenue nature concerning the curricular activities. All fees charged in excess of the amount so determined shall be refunded to the students/ parents within fifteen days of the issue of this order.
20. No Fee, fund or any other charge by whatever name called, shall be levied or realised unless it is determined by the managing committee in accordance with the directions contained in this order and unless the representatives of the Parent Teacher Association and the nominees of the undersigned are associated with these decisions.
21. No annual charges shall be levied unless they are determined by the managing committee to cover all revenue expenditure , not included in the tuition fee and 'overheads' and expenses on play-grounds, sports equipment's , cultural and other co-curricular activities as distinct from the curricular activities of school.
22. Earmarked levies shall be charged from the user students only. Earmarked levies for the services rendered shall be charged in respect of facilities involving expenditure beyond the expenditure on earmarked levies already being charged for the purpose. They will be calculated and collected on 'no profit no loss basis and spent only for the purpose for which they are being charged. All transactions relating to the earmarked levies shall be an integral part of the school accounts.
23. Fees/funds collected from the parents/ students shall be utilized strictly in accordance with rules 176 and 177 of the Delhi School Education Rules, 1973. No amount whatsoever shall be transferred from the recognized unaided school fund of a school to the society or the trust or any other institution.
24. Every recognized unaided school covered by the Act, shall maintain the accounts on the principles of account applicable to non-business organization/not –for-profit organization as per Generally Accepted Accounting Principles (GAAP). Such schools shall be prepare their financial statement consisting of Balance sheet , Profit & Loss Account and Receipt and Payment Accounts every year as per proforma which is under process and will follow shortly.
25. Every recognized unaided school covered by the act, shall file a statement of fees latest by 31st March every year before the ensuing session under section 17(3) of the Act as per proforma which is under process and will follow shortly.

(CHANDRA BHUSHAN KUMAR)
DIRECTOR OF EDUCATION

To
The Managing Committee,
Through the Manager of school,
All recognized unaided schools in the NCT of Delhi.

Copy forwarded for information and appropriate action to:

1. Director (Education) Municipal Corporation of Delhi, Nigam Bhawan, Kashmiri Gate, Delhi.
2. Director (Education) New Delhi Municipal Corporation, Palika Bhawan, Cannaught Place, New Delhi.
3. Chief Executive Officer, Officer of the Delhi Cantonment Board, Delhi Cantt, Near Antt Police Station. Delhi-10
4. All Addl. Directors, Directorate of Education.
5. All Regional Directors, Directorate Of Education.
6. All District Deputy Directors, Directorate of Education, Delhi with the Directions to ensure that copy of this circular is served to all the unaided recognized schools under their jurisdiction against proper acknowledgment.
7. All Education Officers, Directorate of Education.
8. In charge, Computer Cell to upload the order on the website of the Department
9. Guide File

Copy Forwarded for kind information

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

(ABHA JOSHI)
ASSISTANT DIRTECOR OF EDUCATION (ACT)