

**CHAPTER XIII**

**PART A**

**FEES AND OTHER CHARGES IN AIDED SCHOOLS**

**146. Admission Fees—** (1) No admission fee shall be charged or collected by an aided school for admission to any class up to class VIII.

(2) An admission fee of Rs. 3/- per student shall be charged and collected by the aided school for admission to any class in the <sup>1</sup>[Secondary or Senior Secondary stages]<sup>2</sup> but where a student has already paid an admission fee, no admission fee shall be charged on his promotion to any higher class in the same school; but if he joins any other aided school that other school may charge and collect admission fee from him.

(3) No admission fee shall be charged or collected by an aided school from a student who is exempted from payment of tuition fees, and, only one-half of the specified admission fee shall be charged from a student who is required to pay tuition fees at the rate of one-half of the specified rate.

<sup>3</sup>[147 Tuition Fees— Subject to such alterations in the school of fees as may be made by the Director from time to time, the rate of tuition fees for all classes in aided schools shall be as followings :—

Class	Boys' School (Per month)	Girls' School (Per month)
I to VIII	Nil	Nil
IX	Rs. 8-00	Rs. 4-00
X	Rs. 9-00	Rs. 5-00
XI	Rs. 10-00	Rs. 6-00
XII	Rs. 11-00	Rs. 7-00

In co-educational institutions by students shall pay tuitions fees at the rates prescribed for boys in the corresponding class in the boy's schools and the girl students at the rate obtaining for corresponding classes in the girl's schools :

Provided that no tuition fee shall be charged for any class from any student who belongs to the Scheduled Caste or the Scheduled Tribe.]

**148. Additional fee for science, music, etc.—** Every student of any class in the <sup>3</sup>[Secondary or Senior Secondary stage] shall pay an additional fee of fifty paise per month for each Science or other subject requiring practical work or for Music.

**149. Pupil's Fund—** (1) Until the Administrator, by notification, otherwise directs, every school maintained or aided by Government or any local authority shall be authorised to charge from each student contribution, to the Pupils Fund :—

- (i) in any class in the Primary stage, at the rate of <sup>4</sup>[forty paise] per month;
- (ii) in any class in the Middle stage, at the rage of one rupee and fifty paise per month; and

1. Subs. by DSE (A)R, 1990, R. 31.

2. <sup>4</sup> Subs. by DSE (A)R, 1990, R. 31.

3. <sup>1</sup> Subs. by DSE (A)R, 1990, R. 32.

4. Subs. by DSE (A)R, 1990, R. 33(a)i.

(iii) in the <sup>1</sup>[Secondary or Senior Secondary stage] at the rate of rupees two per month, in addition to the fees referred to in rules 147 and 148.

(2) The managing committee of every aided school shall prepare, before the commencement of each academic year, a budget of items as are debitable to the pupils fund and submit such budget to the Director for approval.

(3) If the collections made by the school towards pupils fund fall short of the budgeted amount as approved by the Director, the deficiency shall be made good by the Director.

<sup>2</sup>(4) The amount standing to the credit of the pupil's fund shall be at the disposal of the head of the school and shall be spent in the interest of the students for various physical and co-curricular activities of the school or for purposes and in the manner specified below :—

- (a) The maximum accumulation in the pupil's fund shall not exceed one year's collections or rupees twenty thousands whichever is more. If unspent balance exceeds one year's collection or rupees twenty thousands whichever is more charging of further subscription shall be discontinued and shall be restarted when the balance is below rupees five thousands.
- (b) Prior sanction for purchases exceeding rupees five thousands out of the Pupil's Funds shall be obtained from the Director.
- (c) The Pupil's Fund account shall be maintained and operated by the head of the school. The balance shall be deposited with a branch of the State Bank of India or in a post office Saving Bank Account or with a Co-operative Bank approved by the Registrar, Co-operative Societies, Delhi. Only in absolutely unavoidable circumstances the balance may be retained in hand.
- (d) The Pupil's Fund Accounts shall be got audited like other accounts of the school and the audit fees shall be paid out of the Pupil's Fund.
- (e) The head of the school may incur expenditure out of the Pupil's Fund broadly in accordance with G.F.R. for the welfare of the students on activities like sports, co-curricular and cultural activities, physical health of students, examinations and stationery, hobbies, reading room, scouting, Junior Red Cross, etc.]

**150. Domestic Science and Home Science Fund—** (1) Every School offering Home Science as a subject in the school may charge a Home Science fee from the girl students of the classes in the <sup>3</sup>[Secondary and Senior Secondary stages] at the rate of fifty paise per month and the fee so collected shall be credited to a Fund, to be opened by the school and to be known as the "Home Science Fund".

1. Subs. by DSE(A)R, 1990, R. 33(a)ii.
2. Subs. by DSE(A)R, 1990, R. 33(b).
3. Subs. by DSE(A)R, 1990, R. 34(a).

<sup>1</sup>[(2) The money standing to the credit of Home Science Fund shall be spent from time to time by the head of the institution in the general interest of the students.]

**151. Development Fees—** (1) The managing committee of an aided school may charge, with the previous approval of the Director, a development fee from the students in order to cover expenses incurred by it in effecting special improvements on which no aid is admissible under these rules.

(2) Development fee may be charged at such flat rate as may be specified by the Director and shall be utilised for one or more of the following purposes, namely :—

- (a) appointment of additional or more qualified teachers in excess of the number admissible under the rules relating to post-fixation or aid;
- (b) provision for teaching of special subjects approved by the Director for which no aid is admissible under these rules;
- (c) purchases of any special teaching or audio visual aids and other equipments which are not possessed by the school;
- (d) provision of special amenities to students, such as, additional fans, supply of cool drinking water, provision of materials for hobbies, craft and medical aid.

(3) Where any development fee is levied to meet the pay and allowances of additional or more qualified teachers, such teachers shall be appointed on *ad hoc* basis and shall have no claim whatsoever for regular appointment, seniority or benefits of provident fund, pension gratuity or any other benefit admissible to the regular teachers of the school :

Provided that such teachers may apply for regular appointment as and when a regular vacancy arises in the school.

(4) Where any such teacher is selected for regular appointment, such appointment shall have effect from the date of the regular appointment and not from the date from which such teacher is working in the school as a teacher paid from the development fee.

(5) Appointment of teachers who are paid from the development fee shall be subject to these rules in so far as they relate to the appointment of regular teachers in the school.

**152. Separate accounts for Development Fee—** The managing committee of an aided school levying development fee shall maintain a separate account of the development fee levied and collected by it and such separate account shall be open to inspection or audit at any time by the Director or any officer authorised by him in this behalf or by the Accountant General, Central Revenues.

1. Subs. by DSE(A)R, 1990, R. 33(b).

**153. Utilisation of Development Fee—** Development fee shall be utilised exclusively for the purpose for which it is levied and collected and shall, in on circumstances whatsoever, be used for meeting the managing committee's share of expenditure on the maintenance of the school.

**154. Ban on the levy of unauthorised fees or fund—** No fee, fund or contribution, other than those specified by these rules, or permitted by the Director in writing, shall be charged by any aided school.

**155. Donations not to be levied compulsorily—** (1) No aided school shall levy or collect any donation compulsorily from any student or any parent or guardian of any student.

(2) No aided school shall collect any donation through its students for the aid of teachers or for any fund for the aid of teachers.

(3) Voluntary donations collected by the managing committee of an aided school shall be accounted for separately and may, at the discretion of the managing committee, be utilised for meeting the managing committee's share of the expenses referred to in sub-section (2) of section 10.

(4) In computing the grant-in-aid, voluntary donations collected by the managing committee of an aided school not be taken into account.

**156. Collection of fees or donation with the approval of the Director—** (1) The managing committee of an aided school may, with the previous approval of the Director, also invite voluntary contributions from the parents or guardians of the construction of any building for the school or its hotel <sup>1</sup>[or for the extension of any such building or hotel.

(2) No appeal for any such contribution as is referred to in sub-rule (1) shall be made at the time when admissions are made to the concerned school or when results are declared by the school.

## PART B FEE CONCESSIONS

**157. Definition of fees—** In this Part, the expression "fees" includes science fee, music fee or any other fee which may be levied and collected from a student.

**158. Fee Concession—** (1) The head of the school may exempt deserving students, whose parents or guardians are not financially solvent to pay the fees specified by these rules, from payment of the whole or one-half of such fees for a period of twelve months commencing from the 1st day of May of each year or from the date of admission of the child or ward, whichever is later, and such exemption shall be regulated in the manner specified in sub-rule (3).

(2) Exemption made to any student under sub-rule (1) shall, so long as the conditions for eligibility for exemption are fulfilled and the student continues in the school, be renewed from year to year.

<sup>1</sup>. Added by DSE(A)R, 1990, R. 35.

(3) Up to a limit of twenty per cent of the total number of students on the rolls of the school in all the classes in the <sup>1</sup>[Secondary or Senior Secondary stage] as on the 7th day of May of the year may be exempted from the payment of the whole or one half of the fees, and where any student is admitted after the 7th day of May but before the 31st day of August of that year, up to a limit of twenty per cent of the students so admitted may be exempted from the payment of the whole or one-half of the fees.

(4) The proportion of the students receiving exemption from the payment of the whole or one-half of the fees may be varied in any of classes in the <sup>1</sup>[Secondary or Senior Secondary stage] at the discretion of the head of the school, so however, that the number of students enjoying exemption from payment of the whole of the fee shall not exceed fifteen per cent of the students at any time of the year.

(5) The percentage of the students receiving exemption from payment of the fee shall be calculated on the total number of students in all the classes in the <sup>1</sup>[Secondary or Senior Secondary stage] reduced by the number of students granted exemption from payment of fee under the provision relating to :—

- (a) the concessions to students belonging to the Scheduled Castes or Scheduled Tribes;
- (b) students having brothers or sisters studying in the same school or a school under the same management;
- (c) students who are wards of teachers.

(6) In calculating the number of exemptions, the fraction of one-half or more shall be treated as one.

(7) The number of exemptions from payment of the fee shall not be altered during the year except where, owing to the departure from the school of any student enjoying exemption, a vacancy arises, it shall be permissible to pass on the exemption enjoyed by the student so departing, to any other deserving student of the school.

(8) Where the number of students eligible for receiving exemption from payment of fee is in excess or the number of students to whom exemption is admissible under these rules, the exemption shall be made in order of merit on the basis of the results of the immediately previous annual examination or, if necessary, on the basis of a special competitive examination held to determine the order of merit of the eligible students.

**159. Brothers' and sisters' concession—** (1) When two or more full brothers or sisters or step-brothers or step-sisters are studying in the same Government or aided school in Delhi, the brother or sister, as the case may be, in the higher class shall pay the specified fee at the full rates and other brothers or sisters shall pay fees at one-half of the specified rates.

1. Subs. by DSE(A)R, 1990, R. 36.

*Explanation*— If two or more brothers or sisters are studying in the same class, the specified fee shall be paid by the elder brother or sister at full rates, and at one-half of the rates by the others.

(2) Where any exemption from fee is claimed in any Government or aided school by any parent or guardian on the ground that other children or wards of such parents or guardians are studying in any other Government school, or aided school, the head of the school, in which such exemption is sought, shall, before making any exemption from the payment of fees, obtain a declaration from such parent or guardian to the effect that his other children or wards are studying in other Government school or aided school and no effect shall be given to such declaration unless it is countersigned by the head of the other Government school or aided school.

**160. Concessions to children or wards of employees**— (1) No fee shall be charged from the children or wards of the employees of an aided school.

(2) No fee shall also be charged from the children of the employees of the aided school who have retired from service or have died.

**161. Withdrawal of exemption**— Any exemption from the payment of fee granted to a student under these rules may be withdrawn on the ground of his misconduct, irregular attendance or failure at the annual examination.

**162. Contributions to Pupils' Fund not to be exempted**— (1) Any student, who is exempted from payment of any fee, whether in full or in part, shall not be exempted from contributing to the Pupils' Fund.

(2) Nothing in sub-rule (1) shall apply to students belonging to the Scheduled Castes or Scheduled Tribes.

**163. Scholarship holders not eligible for any fee concession**— (1) Students who hold scholarships shall not be eligible for exemption from the payment of any fee except where such exemption becomes necessary in the very special circumstances of the case, and in such a case no such exemption shall be made except with the previous sanction of the Director.

(2) Nothing in sub-rule (1) shall apply to students belonging to the Scheduled Castes or Scheduled Tribes.

**164. Fees payable for twelve months**— All fees and funds shall be charged for a full period of twelve months, from the students at the rates specified in these rules except in the following cases, namely :—

- (a) a student, who has been expelled or rusticated during a session shall not be required to pay fees and funds beyond the month in which he was expelled or rusticated;
- (b) in the case of re-admission of a student to the school last attended or in any other school, fee shall be payable from the month from which he had left school in the same session;

- (c) a second fee for the same month shall not be charged from a student on transfer from one Government or aided school to another Government or aided school :

Provided that he gives proof of payment of fees and funds in the former school.

**165. Last date for payment of fees and contributions—** All fees and contributions payable to a school by a student shall be payable by the 10th day of the month in which they are due :

Provided that where the school remains closed on the 10th day to the month, such fees of contributions shall be payable on the date following the 10th day on which the school reopens :

Provided further that where the school remains closed for the long vacation, fees and contributions shall be payable within ten days from the day on which the school re-opens after the long vacation.

**166. Fine for late payment of fees, etc.—** (1) A fine for late payment of the fees or contributions due to a school shall be charged from the student at the rate of five paise for every day, after the 10th, for which the default continues.

(2) The head of the school may, if satisfied that the delay in payment of the fees and contributions was unavoidable, remit the whole or any part of the fine referred to in sub-rule (1).

**167. Name of the student to be struck off for non-payment of fees and contributions—** If a student omits or fails to pay the fees and contributions due to a school together with the fine due thereon by the last working day of the month in which they are due, his name shall be struck off the rolls of the school on the last working day of the month and may be re-admitted on payment of all school dues including fresh admission fee :

Provided that in the case of non-payment of fees for the month of May in which the school closes in the middle of the month for long vacation, the name of the student shall be struck off on the last working day of the month of July, if the fees remains unpaid up to that day.

**168. Receipt to be granted for collection of fees and contributions—** (1) A printed receipt, in the form specified by the Director, shall be granted to a student for every fee or contribution collected by the school.

(2) The head of every aided school shall authorise one or more of the employees of the school to collect fees and contributions from the students and the receipt referred to in sub-rule (1) shall be given and signed by the person so authorised.

(3) Every employee collecting any fee or contribution from a student shall, immediately after such collection, enter the particulars of such collection in the attendance register of the class.



**169. Collected amount to be deposited on the same day—** (1) Every employee collecting any fee or contribution shall deposit the amount collected by him with the cashier of the school by whatever name called, on the same day on which the collections are made and it shall be the duty of the cashier to enter the amount so received, immediately in the fee collection register and thereafter in the cash book and to append his initials thereto for the amount received.

(2) The attendance register, fee collection register and the cash book shall be submitted by the cashier to the head of the school for comparison and the need of the school shall after verification, countersign the entries in those registers.

**170. Maintenance of accounts of fees and contributions—** Accounts of fees and contributions collected by a school shall be maintained at the office of the school in accordance with the Government rules for the maintenance of public accounts and such accounts shall be liable to be inspected by the Director or any person authorised by him in this behalf and also by an officer from the office of the Accountant General, Central Revenues.

### PART C PUPIL'S FUND

**171. Pupil's Fund Advisory Committee—** (1) The administration and expenditure of the Pupils' Fund <sup>1</sup>[in all recognised schools] shall vest in the head of the school, who shall be assisted and advised by a committee, to be called the "Pupils' Fund Advisory Committee".

(2) The Pupils' Fund Advisory Committee shall consist of :—

- (a) the head of the school;
- (b) at least two teachers employed in the school to be nominated by the head of the school;
- (c) two students of the classes in the <sup>2</sup>[Secondary and Senior Secondary stage], to be nominated by the head of the school.

(3) One of the teacher members of the Pupils' Fund Advisory Committee shall function as the secretary of the Committee and shall maintain the minutes of the decisions taken at the meetings of the Committee in a properly maintained Minutes Book.

(4) The Minutes Book of the Pupils' Fund Advisory Committee shall be liable to inspection by the Director or any officer authorised by him in this behalf or by any officer of the office of the Accountant General, Central Revenues.

(5) The function of the Pupils' Fund Advisory Committee shall be,—

- (a) to discuss and pass budget for expenditure from the Fund;
- (b) to deal with all other matters relating to the proper utilisation of the Pupils' Fund.

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1. Subs by DSE (A) R, 1990, R. 37(a).

2. Subs. by DSE (A) R, 1990, R. 37(b).

(6) The Pupils' Fund Advisory Committee may also give advice with regard to—

- (a) applications from the students, parents or guardians for exemption from the payment of any fee subject to such limit, as may be specified by the Director, or
- (b) any other matter which may be referred to it by the head of the school.