

GOVT. OF NATIONAL CAPITAL TERRITORY OF DELHI
DIRECTORATE OF EDUCATION
(PRIVATE SCHOOL BRANCH)
OLD SECTT: DELHI-54

F.No.DE.15/PSB/MISC./2017/21709-17

Dated:- 16/01/2018

CIRCULAR

In continuation of this office order no. F.DE.15/PSB/Misc./2017/20959-967 dated 12/12/2017, the Standard Operating Procedure (SOP) for Fee Anomaly Committee has been designed for processing the complaint filed with the Fee Anomaly Committee (FAC).

The Fee Anomaly Committee shall examine and scrutinize the individual complaint as per the Standard Operating Procedure (SOP). (Copy enclosed)

This issues with the prior approval of Competent Authority.

Encl: As above.


(YOGESH PRATAP)
DEPUTY DIRECTOR OF EDUCATION (PSB)

Dated:-

F.No.DE.15/PSB/MISC./2017/

Copy to: -

01. Secretary to Hon'ble Dy. C.M./MoE, GNCT of Delhi.
02. PS to Secretary (Education), Dte. of Education.
03. PA to Secretary (Education), Dte. of Education.
04. Spl.DE(Litigation), Dte. of Education.
05. PA to Addl. D.E.(PSB), Dte. of Education.
06. All Dy. Director of Education (District), Dte. of Education.
07. The Managing Committee of all private unaided recognized schools through their manager.
08. SO(IT) to upload the order on the website of the department.
09. Guard File.


(YOGESH PRATAP)
DEPUTY DIRECTOR OF EDUCATION (PSB)

SOP for Fee Anomaly Committee constituted vide this Directorate order dated 15/12/1999 and reiterated vide Circular dated 12/12/2017.

Receipt of Complaint in the office of Deputy Director of Education concerned.



The complaint will be marked to record-keeper of District concerned who will check whether or not the complaint against the school contains the relevant documents as prescribed in the proforma and if so, the same will be put up before Deputy Director of Education with the entire contents of the complaints for calling of the meeting of Fee Anomaly Committee. The record keeper shall enclose the full statement of fee filed by the school u/s 17(3) of DSEAR, 1973 and returns as required u/r 180(1) of DSEAR, 1973 in the relevant file of the complaints. If the proforma is not complete in all respect, the same shall be informed to the complainant for rectification.



If the complaint is complete in all respect, the meeting of Fee Anomaly Committee chaired by DDE concerned shall be convened where the complaint will be scrutinized/examined and categorized as under: -

- (i) Whether the complainant has made a prima facie case to proceed for examination of the financial accounts of the school.
- (ii) Whether the complaint is regarding functioning of the school in violation of the provisions of Delhi School Education Act & Rules, 1973.



Action taken after examination of the complaints: -

- (i) In case, the complaint is with regard to the financial irregularities of the school for those financial years of which the accounts of the school has already been audited by Directorate of Education and speaking order has already been passed by any of the Competent Authority viz., Director (Education)/Regional Director (Education)/Deputy Director (Education) after examining the fee hike proposal or the statement of fee filed by the school under Section 17(3) of DSEAR, 1973. In such cases, the complaint shall be disposed off at the threshold citing the aforesaid grounds.
- (ii) In other cases, the complaint shall be examined at its own merit and calling the records of the school and if need arises, the physical inspection for verification of accounts shall also be conducted and conclusion thereafter shall be drawn.
- (iii) In case, the complaint is with regard to functioning of the school in violation of the provisions of Delhi School Education Act & Rules, 1973, in the first instance, it will be examined whether such violation will have any impact on the fee structure of the school. If so, the records of the school shall be called and scrutinized for the said perspective. Issues not directly related to fees may not be examined by Fee Anomaly Committee.
- (iv) If the issues involve the examination of the school accounts/financial statements then the same shall be invariably examined by the Chartered Accountant deployed by the Directorate of Education.
- (v) In each cases where examination of financial records has been done by the Committee, the findings/due recommendation after thorough examination of the accounts viz.a.viz., the rule position and judicial pronouncements will be placed before Director (Education) well before expiry of 90 days for necessary orders to the school with regard to reduction of fee or otherwise.

[Handwritten signature]