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

No. F. DE-15/ACT-I/WPC-4109/PART/13/974

Dated: 12/10/2017

### ORDER

Whereas, the request of Siddharth International Public School, Pocket-B, East of Loni Road, Delhi for increase in fee for the academic session 2016-17 was rejected by Director (Education) vide order No.F.DE.15/Act-1/WPC-4109/PART/13/ 645-649 dated 06.03.2017 with the specific direction to rectify the deficiencies as illustrated in the said order and submit compliance report to Dy. Director of Education concerned within thirty days.

And whereas, the Director (Education) had referred to the representation of Siddharth International Public School against the fee hike rejection order of this Directorate and had decided to give an opportunity to the school to be heard in person.

And whereas, a committee was constituted to hear the case of the school in detail with a view to assist the Director of Education to dispose of the representation.

And whereas, in this connection, an opportunity of being heard was provided to the Manager/HoS of Siddharth International Public School on 19.05.2017 at 11.00AM at Conference Hall, Ludlow Castle School Sports Complex, Civil Lines, Delhi-110054.

And whereas, the submissions of the schools were heard by the above said committee on 19.05.2017 at 11.00AM and during the hearing, the issues raised in the representation of the school were discussed at length. The submissions made by the school are taken on record and analyzed in accordance with the provisions of Delhi School Education Act and Rules, 1973 and directions issued there-under.

## Financial discrepancies:-

S. No.	Detail of discrepancy	Submissions of the	Remarks
1.	Income shown in the financial statements does not corroborate with the fee structure of the school and the number of students. This difference is attributable to some students admitted in the middle of the year or left before the end of session. It was also reported that there were internal control weaknesses so far as revenue protection is concerned, following are the extract of the report:  i. Fees register is maintained manually,	some cases found in the figures and where as there was no mistake in the total figure of the fee register and shown in the balance sheet.	School is directed to strengthen internal control system to record



there are some cases where the correct balance of fees were not carried forwarded to the next page of the register.

ii. As per the sample checking, Fees recorded in the fees register does not corroborate with the books of accounts, whereas the following discrepancies (Under recorded Income) were reported, where fees were under recorded in the books of accounts as compared to fees register:

• 2013-14 - July - Rs. 5130

2014-15 - July - Rs. 1,16,800

• 2015-16 - December - Rs. 1,77,360

iii. In F.Y. 2013-14, admission fees charged @ Rs. 250 per student instead of Rs. 200 per student. This violates clause 17 of the order no. F.DE./15 (56) /Act/2009/ 778 dated 11/02/2009 and clause 2 of order no. DE 15/ Act/ Duggal.com /203/ 99/ 23033-23980 dated 15.12.1999.

iv. The school is not properly accounting for transport fees in its books. Transport fees received from students are recorded in a register other than the Fees register. During inspection multiple instances of mismatches between the register and amount accounted for in the books have been noted.

The admission fee has been charged as Rs. 200/- only. The receipt using this was given for Rs. 250/- including Rs. 25 for registration and Rs. 25/- for prospectus, on demand by parents.

Only 16 % of the students are using transport facility and fee transport was not collected recorded in the fee Otherwise register. no was there of any mismatch figure reflected.

financial statements. School is directed charge from only students those fees which are submitted to Compliance shall be verified at the time of next increase fee of the proposal school.

School is directed to strengthen internal control system to record its fee collections in proper manner ensuring that correct fee are recorded in financial statements.

The compliance shall be reviewed at the time of next fee increase proposal of school, if any.

The school is directed to implement proper internal control system in relation to maintenance of cash balance.

					Regarding GAA practices school had properly follower and is following at the generally accepted accounting procedures and at the accounting done on accrual of mercantile basis.	d III y g g III
	vi. Fees princ bank, rule	received in which vio	ts books.  If cash base of the cash street by the countant schools'.  If cash were were not collates the schools and cash were schools are schools and cash were schools are schools and cash were schools are schools and cash were schools and cash were schools and c	wing GAAP in  It follows a  is and accrual  so contravenes  the Institute of  of India or  e kept with the deposited into  sub-rule (4) of  col Education	children studying in the school belong to average income group and deposit fee in cash. This school has to arrange for the day to day expenses from the cash collected in the form of fee charged and then balance is deposited with the bank.	
2.	School had other educed management is pertited these transfers.  • Year end in the second in the sec	s a number ational instant both in nent to neactions and balance inflows made and parties and parties and parties been reaspection visited.	titutions ur cash and to cash and to cash and to cash all the atch outflowed and to cash and cash accorded on columes are cash and cash accorded on columes are cash and cash accorded on cash accorded to cash ac	ften multiple, i.e. cash and same days. re tabulated	taken loan from the	response. The school is not authorised to provide any loan to the society or any other entity from its school fund.
	Ravi Bharati	44,41,000	1,66,34,00	<b>2015-16</b> 3,26,36,654		explained by school if so much
	Siksha Samiti Bhari Mhata	12.00.000	0			amount is available with the
	Bharti AISI	13,00,000	17,000	1,000		school to provide
	Education		23,08,000	1,00,63,000		loan to society then why it require

	Society		any fee increase.
3.	The following observations have been noted in the report while checking the top 200 payment vouchers:  i. There were many instances noted, where supporting documents were unavailable for vouching.  ii. No stationary stock records (register, requisitions and issuance of stationary) were maintained by the school. Amount incurred during the 3 years period under review amounted to Rs. 28 lacs appx.  iii. The school has collected activity charges during the financial year 2015-16 amounting to Rs. 12,71,023. Whether the same amount had been actually spent or not cannot be commented upon as the related supporting documents were not presented for vouching.	It is not correct that the school has not made available the supporting documents to the inspecting team.  As far as the preparation of stock register etc., the stationery items are used for supplement of the expenditure on account of examinations, office maintenance and the materials, so named are properly maintained.  The activity charges has been utilized for various functions organized in the school for giving students in the area of academics, sports and cultural activities. The supporting documents were shown to the inspecting team.	response. As per clause 22 of the order dated 11.02.2009 school is not allowed to utilise earmarked levies for purposes other than those for which it was collected.
4.	As per clause 14 of Order No F.DE./15(56)/Act/2009/778 dated 11.02.2009, Development fee, if required to be charged, shall be treated as capital receip and shall be collected only if the school i maintaining a depreciation reserve fund Further, development fee can be used for supplementing resources for purchase upgradation and replacement of furniture fixtures and equipment. The school does not	fund received and collected is being spent for supplementing the resources for purchase, gradation and replacement of the collected is being the supplementing the resources for purchase, and replacement of the collected is being the supplement of the collected is being the supplement of the collected is being the supplement of the collected is being the collected in the coll	the order dated 11.02.09 school is not allowed to charge development unless it maintains depreciation reserve fund

					fund and	and repair of	
	written o	down valu	e at the	balance s		equipments. The record has been shown to the inspection team. Depreciation reserve fund shall be maintained as advised by the team.	development fee unless it comply with directions of the Directorate in this regard.
5.	Assets purchased are debited to the Development Fund instead of showing as addition to Fixed Assets block. This is not as per GAAP and amounts to understatement of assets in the balance sheet and creation of secret reserve. Amounts for 3 years under review are:  > 2013-14 : 54,97,558 > 2014-15 : 60,26,448 > 2015-16 : 66,48,365		As per Section 12A of the Income Tax Act, 1961 all the amount spent for charitable purpose can be set of against the income / donation received in that year spending of amount includes both revenue and capital nature. This clearly implies that intention of Section 12A of Income Tax Act, 1961 is on spending rather than amortization based on this interpretation we have debited the assets purchased to development fund.	from development fund in accordance clause 14 of the order dated 11.02.2009 and ICAI pronouncements. The compliance			
6.	through transacti Income accounts transacti necessity	money i cheque ons wer nor expe as ons do no	n cash and re neit enditure detailed of arise school a	and paying vice-verse wher recommended in the leading out of any and funds in the leading in the	practice of g in back a. These orded as books of these business were only	The school collects certain amount in cash on account of availability of newspaper and	response. School is directed to maintain proper accounts ensuring that all transactions are recorded in the books of accounts.
	Particul ars	Party	Financ ial Year	Amount (Rs.)		properly maintained. The payment made	should ensure to make payments
	Violation	Ashok Viniyog	2013- 14	1,09,620		to the agencies through cheque	cash mode and
	Provision of section	7/09	2014- 15	173662	A. 13.1	instead of cash payment. As far as ECO club, amount is	proper TDS is to be deducted, where applicable.

269SS	Talent Zone	2015 - 16	1,04,720		received through cheque and paid to	
	Vishal News	2013- 14	1,08,160		different agencies in cash.	
	Agency	2014- 15	99,600			
		2015-	1,28,550			
Cheque	Eco Club	2013-	22,500			
and cash	Primary Plus	2014- 15	40,936		It is incorrect that	The school has not
upon amounti	the ge ng to Rs eipt and due to r	. 1,03,3 payme	s raised a ss of 35,640 app nt Accoun- lability of s	the supporting documents were not made available to inspection team to ensure the genuineness of materiality of the		
Particul	ars			(Rs.)	payments. Infact, a copy of each document was	amount involved, these transactions needs to be looked
	eous Exper			,213	shown and made	into in detail.
Printing	and Station	ary		0,000	available to the	School is to submit
Conveya	ry Structur	-	8,70	7,729	inspection team	the details to the
Furniture	and Fixtu	re		2,250	basically to prove	00110011100
Black bo				1,775	that the payments	
Total			1,03,35	,040	have been made on	
					the basis of documents.	order.
the la Moreov for the negativ	st Finar er the ba	ncial Ye alance o utive ye followir	ficit in Schear (i.e. f reserve a ars under ng is obs	review was	school was not so convenient for the reason that: - Fee structure was quite below of the normalcy; - Parents of the	school has no followed pruden financial practice and procedur over the years and hence, not abl generate an reserve. Also, a
Particu	ılars 2	013-14	2014-15	2015-16	area are below average;	school ha
Reserve		6,45,77	32,17,132	90,94,70	- Employees of the school are to be	funds to variou
Surplus (deficit	) for	1,325	4,04,569	59,75,21 0	given and facilitated service benefits at pa	School is directe to follow prope
				with the Government employees;	prudent financi practice.	

	Act, 1973 school has been enhancing the fees annually without approval. Moreover as per Order No F. DE./15/ACT/2K/243/KKK/883-1982 Dated 10.02.2005 and Order no F.DE-15/ACT-1/WPC-4109/Part/13/7914-7923 dated 16.04.2016, prior approval/sanction is required to be taken from Directorate of Education before such enhancement of fees.	constant strain in balance of new and expected and thus it adversely effected. As far as fee shown during 2016-17 is still under consideration of DoE for approval.	
10.		No contract was intermediated with the school and the supplier. The school has asked and evaluated company/ person/ units being the repute and to supply material with	Improper response. The school has not commented why it require desks on such regular basis. Further, logic of school for making payment in cash is not clear.

# Other Discrepancies:

S. No.	Detail of discrepancy	Submissions of the school	
1.	As per Clause 22 of Order No. F.DE./15 (56) /Act /2009 / 778 dated 11/02/2009, earmarked levy will be calculated and collected on 'no profit no loss' basis and spent only for the purpose for which they	taken every care to ensure that no violation of any rule	The compliance shall be reviewed at the time of next fee

transactions All charged. being relating to the earmarked levies shall be an integral part of the school accounts and any surplus recognised shall be recorded as earmarked levy fund. School is charging transport fees, science fees etc. from the students and is not recognizing the surplus as separate fund. Moreover, the school has not utilised the fees in accordance with rules 176 and 177 of the Delhi School Education Rules 1973. The school is not following fund based accounting system. Surplus of earmarked levies are not separately maintained by the school and are adjusted with other expenses of the school.

What so manner. ever the fee of the school has been collected, it is well the within earmarked levies. This school has also followed fund based accounting system separately and for maintained earmarked levies.

school, if any.

- The school doesn't have a defined 2. procurement process and did not provide flow chart describing the procurement cycle. During inspection of few contracts, where observed instances were quotations of different vendors were not by explained available. As management the school does not follow tendering process. The following points have been highlighted in the report:
  - i. Some major contracts were entered into by the school, where the contract prices/ consideration were not mentioned in the contract/agreement. As per the laws of Contracts, a contract without valid consideration is void ab-initio.
  - ii. Guest teachers, medical staffs and computer staffs were being paid without any written contract. As detailed in the report, Rs. 2.42 Cr were paid during the 3 years period under review. The school failed to deduct not TDS on the amounts paid.
  - iii. Examination expenses, of Rs. 54 lac appx incurred during the 3 years period under review is very high.

- The school to believes and procure best purchase and items material from the vendor who are quite mature with dignity in respect comparative and market their maintained The standard. same is repeated by them rather to call for quotations and comparative statements.
- guest - The medical teacher, computer staff, staff are employed here with certain set considerations paid and accordingly. Thus TDS not deducted due to the less amount of salary during the year.
- -The examination fees is moderate

Improper response. has not School submitted any or document to contract substantiate the whether contracts entered into were proper.

The school has not provided details of staff hired, amount payable and amount paid with its reply.

The compliance shall be reviewed at the time of next fee increase proposal of school, if any.

3.	CDC A	and spe adequately.	nt
4.	SRC Amvee Tour & Travels (P) Ltd is related party to the school, which owned by the Vice Principal of the school. It provides bus services to the school, but no specific consideration were agreed upon in the contract entered into with the school. All payments were made to the vendor in cash only and all the cast receipts kept with the vice principal himself. The entire practice is a seriou violation of internal control procedure and open to possible misappropriation.	The proper contral has been entered between the transport compared and the school. The amount is paid cash. There is not question of an violation because every amount had been documented.	The school has not provided and document to substantiate whether that transaction made are at arms' length price or not. The scompliance shall be seen as a school of the scompliance shall be seen as a school of the scompliance shall be seen as a school of the scompliance shall be seen as a school of the scompliance shall be seen as a school of the scompliance shall be seen as a school of the
	The school is not maintaining fixed assets purchased register location-wise and no unique identification numbers are mentioned on these assets purchased. Periodical fixed assets physical verification is not conducted by the school to reconcile the assets with the books.	properly maintained while making specific	School is directed to prepare fixed assets register in proper format ensuring that details of assets, cost of assets, location, depreciation, etc. are captured. The compliance shall be reviewed at the time of next fee increase proposal of
	The school has not maintained and prepared the financial statements as per direction and prescribed format issued by the Directorate of Education vide its order no F.DE15/ACT-1/WPC-4109/Part/13/7905-7913 dated 16-04-2016.	The financial statements of the school have been prepared as per the instructions and used accordingly and given to the inspecting team.	school, if any.  School should follow DoE instructions in this regard.
	As per clause 18 of Order No. F.DE./15 (56) /Act /2009 / 778 dated 11/02/2009, no Caution Money/ Security Deposit of more than 500/- 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 his/her leaving	The caution money is maintained in the school fund and the same is refunded to the students.	Improper response. School is directed follow clause 18 of order dated 11.02.2009 in respect of caution money collected from students. Compliance shall be

the school along with the bank interest
irrospective of whether of hot
- /- to requests for a rejuliu. The uni
- funded amount should be trailisteries
in the next financial year arcci
of 30 days. The observations
noted on the above matter are as
follows: bas not been

 Caution money has not been deposited in a separate bank account

 Caution money refunded without any interest amount thereon, violation of Clause 3 of Public notice dated 04.05.1997.

iii. The school is not treating the unrefunded money as income in the next financial year after the expiry of 30 days. verified at the time of next fee increase proposal of the school.

And whereas, after going through the representations dated 06.04.2017 and submissions made by the school during the hearing held on 19.05.2017 as well as financial statements/budget of the school available with this Directorate, it emerges that:-

 The inspection team has raised question upon the genuineness of payments amounting to Rs. 1,03,35,640 appearing in the Receipt and payment Account for F.Y. 2015-16 due to non-availability of supporting documents;

ii. No contract was entered into by the school for purchase of desk- chairs and the same were purchased at a frequency of every 2-3 days. Whereas all the payments were made in cash amounting to Rs. 43,62,620, Rs. 30,77,200 and Rs. 10,92,250 for F.Y. 2013-14, 2014-15 and 2015-16 respectively. Further, the Invoice numbers were serially numbers as if the vendor has been supplying the items to the school only;

iii. Some major contracts were entered into by the school, where the contract prices/ consideration were not mentioned in the contract/ agreement;

iv. SRC Amvee Tour & Travels (P) Ltd is a related party to the school, which is owned by the Vice Principal of the school. It provides bus services to the school, but no specific consideration were agreed upon in the contract entered into with the school. All payments were made to the vendor in cash only;

v. Guest teachers, medical staffs and computer staffs were being paid without any written contract. As detailed in the report, Rs. 2.42 Cr were paid during the 3 years period under review. The school failed to deduct TDS on the amounts paid.

. N

vi. The school is having a surplus of Rs. **52,38,193**/- as per the following details:-

Particulars	
Cash and Bank balances as on 31.03.16	Amount (Rs.)
investment as on 31.03.16	19,97,31
Total	2,70,10
Less: Development Fund and Depreciation Reserve Fund*	22,67,413
Fees for 2015-16 as per Audited financial statement (We have	22,67,413
2010-17)	6,62,57,190
Other income for 2015-16 as por fine	
a valid bill LV Di Tillade for 2016 1-	20,50,266
Less: Budget expenses for the session 2016-17 as submitted by	7,05,74,869
Net Surplus	
	6,53,36,676
School is not maintaining depreciation reserve fund and also utilising	52,38,193

\*School is not maintaining depreciation reserve fund and also utilising development fee for purposes other than mentioned in accordance with clause 14 of order dated 11.02.2009. Thus, development funds are not considered in above calculations.

##The school has submitted its total expenses for FY 2016-17. The increase in establishment expenses for the year is around 43%. It found to be unreasonable 10% increase and accordingly, the same is not considered in above calculations and only capital expenditure for 'Temporary shed and structure' amounting to Rs. 24,20,000/-Judgment read with Rule 177 of DSEA & R, 1973 capital expenditure for building cannot form part of financial fee structure of the school.

And whereas, in view of the above examination, it is evident that the school is having sufficient surplus funds even after meeting all the budgeted expenditure for the financial year 2016-17.

And whereas, as per clause 22 of Order No. F.DE./15 (56) /Act /2009 / 778 dated 11/02/2009, user charges should be collected on no profit and no loss basis and should be used only for the purpose for which these are collected. Accordingly, the school is advised to maintain separate fund in respect of each earmarked levies charged from students in accordance with the DSEA & R, 1973 and orders, circulars, etc., issued there under. If there are large surpluses under any earmarked levy collected from the students, the same shall be considered or adjusted for determining the earmarked levy to be charged in the next academic session.

And whereas, as per clause No. 14 of Order No. F.DE./ 15(56)/ACT/2009/778 dated 11.02.2009, 'Development Fee, not exceeding 15% of the total annual tuition fee

J .

may be charged for supplementing the resources for purchase, up-gradation and replacement of furniture, fixture 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 reserved fund, equivalent to the deprecation 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.' Accordingly, school is advised to maintain separate development fund and utilized the same strictly in accordance with the DSEA & R, 1973 and orders, circulars, etc., issued there under.

And whereas, it is evident that the school is not maintaining depreciation reserve fund account in proper manner in accordance with clause 14 of Order No. F.DE./15 (56) /Act /2009 / 778 dated 11/02/2009. The school has followed unsustainable financial practices and using development fund for non permissible items. Hence, development fee already charged @15% has in reality been used for other purposes, and in effect already tantamount to a hike on tuition fee. School must not charge development fee unless it comply with instructions of this Directorate in this regard.

And whereas, these recommendations along with relevant materials were put before Director of Education for consideration and who after considering all the material on the record has found that the school has not utilized its funds with due proprietary and prudence. And the representation dated 06.03.2017 and subsequent submissions made in this regard by the school, has found no merit in respect of sanction for increase in fee and hereby rejected on the basis of above mentioned observations.

Accordingly, it is hereby conveyed that the representations for fee hike of Siddharth International Public School, Pocket-B, East of Loni Road, Delhi, has been rejected by the Director of Education and the school is hereby not allowed to increase the fee as proposed by the school.

Further, the management of said school is hereby directed under section 24(3) of DSEAR 1973 to comply with the following directions:

- Not to increase fee for the session 2016-17. If, in case, increased fee has already been charged from the parents, the same shall be refunded/ adjusted.
- 2. To comply with all the directions/ instructions as mentioned in this order.
- 3. In the light of Judgment of Modern School vs Union of India, the salaries and allowances shall come out from the fees whereas capital expenditure will be a charge on the savings. Therefore it is to be ensured not to include capital expenditure as a component of fee structure to be submitted by the school under section 17(3) of DSEA&R, 1973.

Jr.

 The fee should be utilised as per letter and spirit of Rule 177 of the DSEA & R, 1973 and the judgement of the Hon'ble Supreme Court in the case of Modern School Vs Union of India (2004).

Non compliance of the order shall be viewed seriously.

This issues with the prior approval of the Competent Authority.

(Yogesh Pratap)
Deputy Director of Education-1
Private School Branch
Directorate of Education

To

The Manager/HoS Siddharth International Public School, Pocket-B, East of Loni Road, Delhi

No. F. DE-15/ACT-I/WPC-4109/PART/13/974

Dated: 13//0/2017

#### Copy to:-

- 1. P.S. to Secretary (Education), Directorate of Education, GNCT of Delhi.
- 2. P.S. to Director (Education), Directorate of Education, GNCT of Delhi.
- 3. P.A. to Addl. Director of Education (Private School Branch), Directorate of Education, GNCT of Delhi.
- 4. DDE concerned

5. Guard file.

(Yogesh, Pratap)
Deputy Director of Education-1
Private School Branch
Directorate of Education