

EDUCATION DEPARTMENT

Notification

The 30th August, 2019

No. DSE-UT-A4-24(8)2013.—In exercise of the powers conferred by Section 23 of "The Punjab Regulation of Fee of Un-aided Educational Institutions Act, 2016" as extended to Union Territory, Chandigarh, the Administrator of Union Territory of Chandigarh is pleased to make the following Rules.

RULES

1. **Short title and commencement.**—(1) These rules may be called "The Chandigarh Union Territory Regulation of Fee of Un-aided Educational Institutions Rules, 2019".

(2) They shall come into force on and with effect from the date of their publication in the Official Gazette.

2. **Definition.**—(1) In these rules, unless the context otherwise requires :—

(a) 'Act' means the Punjab Regulation of Fee of Un-aided Educational Institutions Act, 2016 as extended to Union Territory of Chandigarh ; and

(b) 'Form' means a form appended to these rules.

(2) The words and expressions used in these rules, but not defined, shall have the same meaning as assigned to them in the Act.

3. **Payment of remuneration and travelling allowance to nominated members.**—

(1) A nominated member, who is not an employee of Chandigarh Administration, shall be paid one thousand rupees as remuneration for attending a meeting of the Regulatory Body.

4. **Procedure for scrutinizing complaints.**—(1) On receipt of a complaint under section 11 of the Act, the Regulatory Body shall give a notice to the concerned Un-aided Educational Institution as well as to the complainant to ascertain the correctness and genuineness of allegations made in the complaint.

(2) The said notice shall be got served through District Education Officer, Chandigarh who shall send his report to the Regulatory Body with regard to its service.

(3) The Un-aided Educational Institution shall be afforded an opportunity of hearing to explain its position with regard to the allegations leveled against it in the complaint. The Regulatory Body may also call for the record of the Un-aided Educational Institution for scrutinizing the complaint and in order to ascertain the genuineness of the allegations made in the complaint.

(4) After verifying the complaint and examining the relevant record, the Regulatory Body shall decide the complaint.

(5) Copies of the decision, taken on the complaint, shall be sent to the complainant, District Education Officer, Chandigarh and the concerned un-aided Educational Institution.

5. **Procedure of working of Regulatory Body.**—(1) There shall be five days week of working of Regulatory Body.

(2) The office of Regulatory Body shall remain closed on every Saturday and Sunday. Apart from this, the Regulatory Body shall follow such gazetted holidays, as may be notified or declared by Chandigarh Administration from time to time.

(3) The Regulatory Body shall take its decision by a quorum of majority.

6. **Maintenance of accounts and relevant record, and preparation of annual statement of accounts.**—(1) Every Un-aided Educational Institution shall maintain its proper accounts of fee and charges in Form 'A'.

(2) Similarly, every Un-aided Educational Institution shall maintain its other relevant record in Form 'B'.

(3) Likewise, every Un-aided Educational Institution shall prepare its annual statement of accounts of Form 'C'.

7. **Preparation of annual report.**—(1) Every Un-aided Educational Institution shall prepare its annual report for each academic year in Form 'D', and forward a copy thereof to the Regulatory Body.

(2) The said annual report shall be prepared by the 30th day of April of each academic year.

The 30th July, 2019.

B.L. SHARMA, I.A.S.,
Education Secretary,
Chandigarh Administration.

FORM-A

CLASSWISE STATEMENT OF ANNUAL RECEIPT ON ACCOUNT OF ANNUAL FEE/CHARGES/FUNDS

Name of the School/Institution _____ Academic Session _____

Class _____

No. of Students _____

| Sr. No. | Name of Student | Annual Fund | Monthly Fee (Including Fee/Charges/Funds) | | | | | | | | | | | | Total | | |
|---------|-----------------|-------------|---|----------|-------|-------|-----|------|------|--------|-----------|---------|----------|----------|-------|--|--|
| | | | January | February | March | April | May | June | July | August | September | October | November | December | | | |
| 1 | | | | | | | | | | | | | | | | | |
| 2 | | | | | | | | | | | | | | | | | |
| 3 | | | | | | | | | | | | | | | | | |
| 4 | | | | | | | | | | | | | | | | | |
| 5 | | | | | | | | | | | | | | | | | |
| Total | | | | | | | | | | | | | | | | | |

PRINCIPAL

MANAGER/AUTHORISED OFFICER

DETAILS OF FEE/CHARGES/FUNDS

| Name of Fee/Charges/Funds | For Previous Year | | For Current Year | |
|---------------------------|-------------------|-----------|------------------|-----------|
| | Per Student Rate | | Per Student Rate | |
| | Monthly | Quarterly | Monthly | Quarterly |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

FORM-B
PART-1

STATEMENT OF EXPENDITURE ON SALARY

Name of the School/Institution _____ Academic Session _____

| Details of Staff | Principal/ Headmaster | Lecturer | Master | C&V Teacher | JBT Teacher | NTT | Clerk | Class IV | Miscellaneous | Total |
|------------------------|-----------------------|----------|--------|-------------|-------------|-----|-------|----------|---------------|-------|
| Nos. of Teacher/ Staff | | | | | | | | | | |

| Sr. No. | Name | Designation | Monthly Salary (including Employer share of EPF if any) | Paid for the period | Annual Expenditure |
|---------|------|-------------|---|---------------------|--------------------|
| | | | | | |
| | | | | | |

PRINCIPAL

MANAGER/AUTHORISED OFFICER

PART-2

STATEMENT SHOWING EXPENDITURE ON CONTINGENCIES UNDER VARIOUS HEAD FOR THE YEAR

| Sr. No. | Month | Purchase of Furniture/Repair | Stationery | Postage | Transport | Miscellaneous | Total |
|---------|-------|------------------------------|------------|---------|-----------|---------------|-------|
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |

PRINCIPAL

MANAGER/AUTHORISED OFFICER

FORM C

Name of School _____

Income and Expenditure Account for the year Ending 31-03 _____

| Expenditure | Amount (Rs.) | Income | Amount (Rs.) |
|-------------------------------|--------------|---------|--------------|
| To Advertisement Expenses | | By Fees | |
| To repair and Maintenance | | | |
| To Ban Charges | | | |
| To Depreciation | | | |
| To Bank Interest | | | |
| To Diesel Expenses | | | |
| To Electricity Expenses | | | |
| To Newspaper and Periodicals | | | |
| To Kitchen Expenses | | | |
| To Printing and Stationery | | | |
| To Smart Class Charges | | | |
| To Staff Welfare | | | |
| To Rent | | | |
| To Telephone Expenses | | | |
| To Student Welfare | | | |
| To Salary | | | |
| To Excess of Income over Exp. | | | |
| Total | | Total | |

FORM D

Name of School _____

Balance Sheet as on 31-03-_____

| Liabilities | Amount (Rs.) | Assets | Amount (Rs.) |
|---------------------|--------------|---------------------|--------------|
| | | | |
| Capital Funds | | | |
| | | Fixed Assets | |
| | | As per Annexure 'B' | |
| | | | |
| General Funds | | Current Assests | |
| As per Annexure 'A' | | Cash in hand | |
| | | Deposit in Banks | |
| | | | |
| Unsecured Loans | | | |
| | | | |
| | | Total | |
| Total | | | |
| | | | |
| | | | |

Name of School _____

Schedule of General Fund as on 31-03-20_____

| Particulars | Amounts |
|---------------------------------|---------|
| Opening Balance of General Fund | |
| | |
| Total | |

Annexure 'B'

Schedule of Fixed Assets as on 31-03-20_____

| Sr. No. | Particulars | Amounts (Rs.) |
|---------|-------------------------|---------------|
| 1 | Building | |
| 2 | Electrical Installation | |
| 3 | Furniture | |
| 4 | CC TV | |
| 5 | Computer | |
| 6 | Notice Board | |
| 7 | Sound System | |
| 8 | Fire Equipments | |
| 9 | Generator | |
| 10 | Water Filter | |
| 11 | If any other | |
| | Total | |