

**Office of the Chairperson  
Committee for Fixation & Regulation of Fee of Private  
Schools, J&K (FFRC)**

Order No: 72 -FFRC of 2021  
Dated: 06 -12-2021

While scrutinizing the files submitted by School Managements for regulating the fee structure of the schools, in most of school records it is found that some important documents have not been submitted by the School Managements.

In order to enable the FFRC to regulate the fee structure of the schools, the documents which are to be submitted in the FFRC office in accordance with FFRC Proforma uploaded on its web site, to enable it to properly regulate the fee structure of the schools, the School Managements are duty bound to make good the deficiencies in their record as is highlighted by the office in respect of the schools. Some schools stand already notified about the deficiencies.

However, most of the schools till date have not made good the deficiencies in their respective records.

In the interest of justice, 10 day time is granted to all the schools for making good the deficiencies in the records, failing which appropriate order will be passed.

Till further orders, the school Managements, particulars whereof are given in Annexure-A of this order along with the deficiencies found in their records, shall not make any hike in any type of fee. These schools shall not also charge and collect Annual Fee from the Students/ Parents till further order from FFRC.

The schools which have already been reminded for the making the good deficiencies, are not included in Annexure- A. They are also directed to submit the deficiencies as per the reminder send to them within week's time.

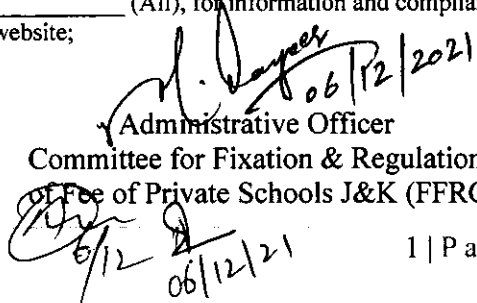
Sd/-  
**Justice Muzaffar Hussain Attar**  
(Former Judge)  
Chairperson  
Committee for Fixation & Regulation  
Of Fee of Private Schools J&K (FFRC)

No. FFRC/PS/202/2021

Dated: -06/12/2021

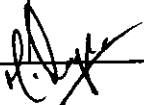
Copy to:-

1. Director School Education Jammu/Kashmir for information;
2. Secretary J&K Board of School Education, for information;
3. Private Secretary to Principal Secretary to Government School Education Department, for information of the Principal Secretary;
4. P.A. to Chairperson FFRC for information of the Hon'ble Chairperson, FFRC;
5. Principal(s) \_\_\_\_\_ (All), for information and compliance;
6. I/C Website for uploading the same on official website;
7. Office file.

  
Administrative Officer  
Committee for Fixation & Regulation  
of Fee of Private Schools J&K (FFRC)

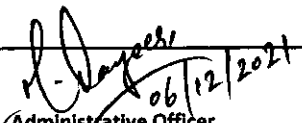
## Annexure-A

S.No.	Name of the School	Defciencies
1	Noble Hearts School Poonch Lines, Udeywala, Jammu	01. Name of the Bank, Branch and Account No: of the school as per the point No: 12 & 13 of the proforma. 02. Bifurcation of income into separate income heads i.e. tuition fee, annual fee etc., for the year ending 31-03-2018, 31-03-2019 & 31-03-2020 from the Chartered Accountant. 03. Receipt and Payment accounts for the relevant years.
2	Gandhi Memorial Public High School, Sehar, Khour	01. Break-up of annual charges into fee sub heads for the session 2014-15 and 2018-19 as per the proforma 'B'. 02. Receipt and Payment accounts for the year ending 31-03-2018, 31-03-2019 & 31-03-2020. 03. Audit Report / Certificate from the Chartered Accountant of being audited the financial accounts of the school.
3	Chambyal Model Public High School, Nud, Samba	01. Enrolment Statement for the year 2017-18. 02. Break up of annual charges into fee sub heads for the session 2014-15, 2018-19, 2019-20 & 2020-21 as per the proforma. 03. Bifurcation of income into separate income heads i.e. Tuition fee, annual fee etc., in the Income and Expenditure accounts of the years ending 31-03-2018, 31-03-2019 & 31-03-2020.
4	Vivekanand Modern Public School, Channi Rama, Jammu	01. Particulars of the Staff Statement for the session 2018-19. 02. Bank Statements for the year 2018-19, 2019-20 & 2020-21 (one month each) as per point no: 12 & 13 of the proforma. 03. Break-up of the annual charges into fee sub heads for the sessions 2014-15, 2018-19, 2019-20, 2020-21 & 2021-22 as per proforma 'B'. 04. Fee structure (Tuition fee and Annual charges) of the Pre-Primary classes along with the breakup into fee sub heads for the sessions 2019-20 & 2020-21. 05. Bifurcation of income into separate income heads i.e. Tuition fee, Annual charges etc. in the Income and Expenditure accounts of all the years ending 31-03-2018, 31-03-2019 & 31-03-2020.
5	Radiant School Muthi, Jourian, Akhnoor	01. Enrolment Statement of Pre-Primary Classes during the session 2017-18, 2020-21 and 2021-22. 02. Bank Statement for the sessions 2018-19, 2019-20 and 2020-21 (one month each) as per the point no: 12 & 13 of the proforma. 03. Fee structure (Tuition fee and Annual fee) of the Pre-Primary classes for the sessions 2014-15, 2017-18, 2019-20 & 2020-21. 04. Fee structure for the sessions 2019-20 & 2020-21. 05. Break-up of the annual charges into fee sub heads for all the relevant sessions as per proforma 'B'.
6	Mother's Shadow, Darshan Nagar, Nowshera, Rajouri	01. Enrolment Statement for the session 2017-18. 02. Annual Charges with break up into fee sub heads as per proforma 'B'. (2019-20) 03. Bifurcation of income into separate income heads i.e. tuition fee, annual fee etc in the Income and expenditure accounts for the years ending 31-03-2018, 31-03-2019 & 31-03-2020. 04. Receipt and Payment accounts for the year ending 31-03-2018, 31-03-2019 & 31-03-2020. 05. Audit Report / Certificate from the Chartered Accountant for the year ending 31-03-2018. 06. Copy of the rent deed.
7	N S Memorial Academy, Kathua	01. Enrolment Statement for the year 2017-18. 02. Bank Statement for the sessions 2017-18, 2018-19, 2019-20 and 2020-21 (one month each) as per the point no: 12 & 13 of the proforma.
8	New Public High School, Sunderbani, Rajouri	01. Enrolment Statement along with the Fresh admissions for the session 2017-18. 02. Salary Statement / Bank Statement for the year 2017-18, 2018-19, 2019-20, 2020-21 (one month each) as per the point no: 12 & 13 of the proforma.
9	SNS Vidya Mandir, Camp Road, Talab Tillo, Jammu.	01. Infrastructure Details. 02. Break up of annual charges into fee sub heads for the sessions 2014-15, 2018-19, 2019-20 & 2020-21 as per proforma 'B'. 03. Receipt and Payment accounts for the year ending 31-03-2018, 31-03-2019 & 31-03-2020.
10	Humanity Public School, Bassi Kalan, Bari Brahmana	01. Covering letter to be addressed to the Hon'ble, Chairman, FFRC, Jammu. 02. Particulars of Teaching / non teaching staff for the session 2017-18, and 2020-21, along with the Bank statement for the sessions 2017-18, 2018-19, 2019-20 & 2020-21 (one month each) as per the point no: 12 & 13 of the proforma. 03. Break up of the annual charges into fee sub heads for the sessions 2014-15, 2018-19, 2019-20 and 2020-21 as per proforma 'B'. 04. Receipt and Payment account for the year ending 31-03-2018, 31-03-2019 & 31-03-2020. 05. Audit Report / Certificate from the Chartered Accountant for having audited the financial statements of the school for all relevant years. Audit report of 31.03.2018



11	Shishu Vidya Niketan High School, Katra, Vaishno Devi.	01. School has stated that the land is owned but the expenditure account for the session ending 31-03-2018, 31-03-2019 & 31-03-2020 the entry shows the rent expenses therefore you are directed to clarify the same and send the copy of the rent deed.
12	Elite Public Hr. Sec. School, Saaj, Thannamandi, Rajouri	01. Fee structure for the session 2019-20, 2020-21 with break up of annual charges for the session 2019-20. 02. Bank Statement for the year 2017-18, 2018-19, 2019-20, 2020-21 (one month each) as per the point no: 12 & 13 of the proforma. 03. Receipt and Payment for the session 2017-18, 2018-19 and 2019-20. 04. Copy of the Rent Deed.
13	Dashmesh Bhartiya Vidya Mandir, Digiana, Jammu.	01. Covering letter to be addressed to the Hon'ble, Chairman, FFRC, Jammu. 02. By Laws of the School. 03. Copy of PAN Card / ITR for the last three years included present. 04. Order Copy of the Recognition / affiliation. 05. Enrolment statement for the session 2017-18. 06. Enrolment Statement of the Pre-Primary classes from 2017-18 onwards. 07. Fee structure for the session 2020-21 and 2021-22. 08. Break up of the annual charges into fee sub heads for the sessions 2014-15, 2018-19, 2019-20 and 2020-21 as per proforma 'B'.
14	Radiant Hr. Sec. School, Jourian.	01. Enrolment Statement for the year 2017-18. 02. Copy of Rent Deed. 03. Infrastructure details. 04. Resubmit clear copies of Income & Expenditure Statement, Receipt and Payment Statement for the year ending 31-03-2019. 05. Statement of Accounts for the year ending 31-03-2020 (Income and Expenditure, Receipt and Payment, Balance Sheet & Audit Report / Certificate). 06. Attestation by the School Principal / Chairman on the financial documents. The above mentioned deficiencies must reach this office within one week to enable this office to process your documents.
15	Jagriti Shiksha Kendra Hr. Sec. School, Khour, Akhnoor.	01. Break up of annual charges for the session 2014-15, 2017-18, 2018-19 & 2019-20. The above mentioned deficiencies must reach this office within one week to enable this office to process your documents
16	Hari Palance Public School, Amuwala, Bhaddu, Kathua.	01. Break-up / Bifurcation of the annual charges into fee sub heads for the sessions 2014-15, 2018-19, 2019-20, 2020-21 & 2021-22 as per proforma 'B'. 02. Audit Report / Certificate, Balance Sheet, Income & Expenditure, Receipt & Payments for the year 2017-18, 2018-19 & 2019-20 as per point no: 28 of the proforma.
17	MHS DAV Sr. Sec. School, Kathua.	01. Complete Enrolment Statement from Nursery to 12th for the sessions 2017-18, 2018-19, 2019-20, 2020-21 and 2021-22. 02. Fee structure for the sessions 2019-20 (Tuition fee, annual fee etc.). 03. Infrastructure details as per point no: 23 of the proforma. 04. Bifurcation of income into separate income heads i.e. Tuition fee, Annual fee etc. in the Income and expenditure accounts for the sessions ending 31-03-2018, 31-03-2019 & 31-03-2020. 05. Break-up of annual charges into fee sub heads for the sessions 2014-15, 2018-19, 2019-20, 2020-21 & 2021-22 as per proforma 'B'. 06. Income & Expenditure, Receipt & Payment, Balance Sheet for the year ending 31-03-2018, 31-03-2019 & 31-03-2020 from the Chartered Accountant. 07. Audit Report / Certificate from the Chartered Accountant three years included present for having audited the statement of accounts of the school and attested by the School Principal / Chairman. 08. Copy of the Rent Deed.
18	Shiv Public Hr. Sec. School, Sari Rakwala, Ghau Manhasan, Jammu.	01. Enrolment Statement for the year 2020-21 02. Latest Order Copy of Recognition with Annexure. 03. Fresh Admission for the session 2020-21. 04. Fee Concession with detail. 05. Fee Structure for the session 2020-21 & 2021-22. 06. Break-up of annual charges into fee sub heads for the sessions 2014-15, 2018-19 as per proforma 'B'. 07. Bifurcation of income into separate income heads i.e. Tuition fee, annual fee, transport fee etc for the year ending 31-03-2018 and 31-03-2019. 08. Receipts & Payments Accounts for the years ending 31-03-2018, 31-03-2019 & 31-03-2020.

19	Renu National Hr. Sec. School, Tanda, R.S.Pura, Jammu.	01. By Laws of the school, 02. Enrolment Statement for the session 2017-18. 03. Break-up of annual charges into fee sub heads for the sessions 2014-15, 2018-19, 2019-20 and 2020-21 as per the proforma 'B'.
20	Jagriti Shiksha Kendra High School, Pallanwala, Khour, Akhnoor.	01. Enrolment Statement for the year 2018-19. 02. Particulars of Teaching and Non Teaching staff for the session 2018-19. 03. Bank Statement for the sessions 2017-18, 2018-19, 2019-20 and 2020-21 (one month each) as per the point no: 12 & 13 of the proforma. 04. Fee structure for the session 2019-20 i.e. Tuition fee, annual fee, transport fee etc. 05. Break up of annual charges into fee sub heads for the years 2018-19, 2019-20 & 2020-21 as per proforma 'B'. 06. Receipt and payment account of all the relevant years ending 31-03-2018, 31-03-2019 & 31-03-2020.
21	Maroof Academy, Chandak, Poonch.	01. Enrolment Statement for the year 2017-18. 02. Particulars of the Teaching / Non Teaching Staff for the last three years except 2021-22. 03. Break-up of annual charges into fee sub heads for the sessions 2014-15, 2018-19, 2019-20 & 2020-21 as per proforma 'B'. 04. Bifurcation of Income into separate income heads in the Income and Expenditure for the years ending 31-03-2018, 31-03-2019 & 31-03-2020. 05. Audit Report / Certificate, Balance Sheet, Income and Expenditure & Receipt and Payments from the Chartered Accountant of having audited not compiled the financial documents of the School for the sessions ending 31-03-2018, 31-03-2019 & 31-03-2020 as per point no: 28.
22	Vidya Niketan Convent School, Banu Chack, Kathua.	01. Bifurcation of income into separate income heads i.e. Tuition fee, Annual fee, & Transport fee in the Income and Expenditure statement for all the sessions. 02. Audit Report / Certificate, Balance Sheet for all relevant sessions including present. The above mentioned deficiencies must reach this office within one week to enable this office to process your documents.
23	Sai Shyam Public School, Ghou Manhasan, Marh, Jammu	01. Enrolment Statement for the session 2017-18 along with the number of fresh admissions. 02. Balance Sheet, Receipt and Payment accounts for the years ending 31-03-2018, 31-03-2019 & 31-03-2020 from the Chartered Accountant. 03. Bifurcation of income into separate income heads i.e. Tuition fee, annual fee and transport fee in the income and expenditure accounts of the years ending 31-03-2018, 31-03-2019 & 31-03-2020.
24	Green Field Public High School, Kakryal, Reasi.	01. Bifurcation of Income into separate income heads i.e. Tuition fee, Annual fee, Transport fee etc. 02. Transport income is not reflected in the income head in the income and expenditure accounts. The school needs to provide information thereof. 03. Receipts and Payments accounts of all the relevant years i.e. 31-03-2018, 31-03-2019 & 31-03-2020.
25	Muslim Institute of Education High School, Plangarh, Rajouri.	01. Enrolment Statement for the session 2017-18. 02. Bank Statement for the session 2017-18, 2018-19, 2019-20 and 2020-21 (one month each) as per the point no: 12 & 13 of the proforma. 03. Break-up of annual charges into fee sub heads for the sessions 2014-15, 2018-19, 2019-20 and 2020-21 as per the proforma 'B'.
26	Greenwood Convent School, Barota, Bhaddu, Kathua.	01. Enrolment Statement for the session 2017-18. 02. Bank Account No: and Name of the Bank along with the Branch. 03. Fee structure for the session 2019-20 & 2020-21. 04. Bifurcation of Income into separate income heads i.e. Tuition fee, Annual fee etc, for all the years ending 31-03-2018, 31-03-2019 and 31-03-2020. 05. Receipt and Payments accounts and Audit Report / Certificate by the Chartered Accountant for the last three years included present.
27	Bhartiya Vidya Mandir, Mandli, Billawar, Kathua.	01. Bank Statement for the session 2017-18, 2018-19, 2019-20 & 2020-21 (one month each) as per point No: 12 & 13 of the proforma. 02. Break-up of annual charges into fee sub heads for the sessions 2014-15, 2018-19, 2019-20 & 2020-21 as per proforma 'B'.

  
 Administrative Officer  
 Committee for Fixation & Regulation  
 of Fee of Private Schools J&K (FFRC)  
 9/12/2021