

## Government of Jammu &amp; Kashmir (UT)

**Committee for Fixation & Regulation of Fee of Private Schools, J&K (FFRC)****Old Assembly Complex Srinagar/ Directorate of School Education Muthi Jammu****REVISED PERFORMA****Each file shall be accompanied with below mentioned documents through Chairman/Principal OR authorized person/s with Authority Letter from Head of the School / Identity Card of the School: -**

1. Name of the School: -
2. Date of Establishment: -
3. Location of the School: -
4. UDISE CODE: -
5. Rented / Owned building, if rented, provide valid Rent Deed: -
6. E-Mail Address of the School: -
7. Name of the Chairman with Contact No.: -
8. Name of the Principal with Contact No.: -

**9. List of Parent Association Body as per format:**

Name	Address	Contact No.	E-Mail	qualification	Photo	Sig.

**10. Attach Processing Fee Receipt as per below mentioned details: -**

INCOME DETAILS	PROCESSING FEE
Total income up-to Rs50.00 Lakh	Rs 3000/=
Total income above Rs 50.00 lakhs to Rs 2.00 Crore	Rs 6000/=
AboveRs 2.00 Crore	Rs 10000/=
<b>Account No. (JK Bank, Moving Secretariat, J&amp;K)</b>	<b>0110010200001020 (IFC Code: JAKA0MOVING)</b>

11. Whether the School receives Grant-in-Aid/Financial assistance from Govt. or any other Agency/NGO etc(If yes Provide Details):
12. Constitution of the School: (By-Laws/Trust Deed):
13. Income Tax Details:
14. Copy of Recognition with order No. & date/Period of recognition (issuing authority): -
15. Copy of Affiliation with Order no. & date (JKBOSE/CBSE): -
16. Recognition up-to which Standard, Class \_\_\_\_\_ To \_\_\_\_\_.
17. Last three years' salary statement of staff, Teaching/non-Teaching (Name/Desig./Qlf./Gross Salary/CPF/ Net Salary/Contact No. with Bank Invoice for one month each year).
18. Salary statement of Drivers should be Separate. (if any)
19. Last three years Class-wise Roll Statement with current Roll Statement:
20. Last Three Years New Admission Details: (Name/class/contact No.);
21. Last Three Years Class-wise Fee Structure (Tuition Fee / Annual fee).
22. Whether present fee structure fixed/ Approved by FFRC, if yes, provide Order copy.

23. Proposal for Enhancement of Fee with justification:-

24. Last three years Concession/free students list (Name/Parentage/Address /Class/ Contact No./ Concession amount in T. Fee/Concession amount in Annual fee/Total concession amount): -

25. Last three years Statement of Accounts duly audited by Chartered Accountant & attested by the Head of the School (Report/Balance Sheet/ Income-Expenditure Statement/ Receipt-Payment statement/ schedule, also Income of all Heads should be separate, T. Fee/Annual Fee/ Transport Fee....) :-

26. Date of last Revision of fee structure:

27. Undertaking regarding not charging any kind of admission fee:

28. Whether there is any proposal for enhancement in Fee structure (if yes, Provide, justification for hike)

Place:

Date:

**Seal/Sig. of Head of Institution.**