



**Government of Jammu&Kashmir (UT) FFRC,
J&K, UT.**

Old Assembly Complex Srinagar / Directorate of School Education, Muthi, Jammu

**Latest Revised Proforma for File Submission
Updated on 10-08-2026**

S.No	Name of the item	Page No. in File														
1.	Authority Letter for submission of file in respect of official of the school Signed by H.O.I or Chairman of School (Without Authority Letter and School I-card of the official, no File will be accepted)															
2.	Name of the School with exact location and landmark (Attach maximum 5 GEO Tagged photographs of School Building (Exterior as well as Interior) , and also mention whether School is falling under Summer Zone or Winter Zone. Whether Building is Rented / Owned, if Rented, attach a valid Rent Deed. Phone No. and Email Id of Chairman / Principal															
3.	Audit Report of Last three years Audited by a registered C.A (Compiled / Examined Audit Report will not be accepted), {Audit report should be accompanied by 1. Balance Sheet 2. Income Expenditure Statement 3. Receipts and Payments 4. Schedule} Income should be reflected Head Wise i.e. Tuition Fee, Annual Fee, Bus Fee in Income Expenditure Statement and Receipts and Payments. Note:-Income and Expenditure Statement of Transport should be separate.															
4.	Whether Present Fee Structure approved by FFRC / Competent Authority, if yes then attach Order Copy and mention Order No. and Date. If not, then attach last three year's fee structure (Annual Fee, Tuition Fee, Transport Fee). Also attach Fee Receipt (T.F, Annual Fee, Transport Fee) of one student per class per session.															
5.	Bifurcation of Annual Charges Head Wise should be attached for approval of Annual Charges. Without Bifurcation of Annual Charges, no annual charge will be approved.															
6.	Class Wise Roll Statement of Last Three Years + Present Year Class Wise Roll Statement with grand total of roll year wise. Also mention Pupil Teacher Ratio of the School on average.															
7.	Concession List of Students for Last Financial Year and Current Year as per below format <table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th>S.no</th> <th>Name of Student</th> <th>Class</th> <th>Tuition Fee Amount waived per month</th> <th>Annual Fee Amount waived</th> <th>Contact No. of parent</th> <th>Grand Total of Concession Tuition Fee and Annual Fee separately</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td>Grand Total</td> <td>Grand Total</td> <td> </td> <td>Grand Total</td> </tr> </tbody> </table>	S.no	Name of Student	Class	Tuition Fee Amount waived per month	Annual Fee Amount waived	Contact No. of parent	Grand Total of Concession Tuition Fee and Annual Fee separately				Grand Total	Grand Total		Grand Total	
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			Grand Total	Grand Total		Grand Total										
8.	Active Recognition /Affiliation, JKBOSE/ CBSE/ other Board (Class-----to-----), if recognition /affiliation is expired then attach under process receipt issued by competent authority for extension of recognition/affiliation and mention last expiry date.															
9.	Bank Account Number of School attested by Branch Head of Concerned Bank															
10.	Undertaking regarding not charging any kind of Admission Fees / Capitation Fees															

11.	Salary Statement of Staff for last 3 years (only 1 month each year) along with bank invoice of 1 month each year (Teaching and Non-Teaching) as per format provided below.								
The Salary statement of Transport Officials should be separate but on same format (if any)									
	S.no	Name	Designation	Qualification	Gross Salary	C.P.F	Net Salary	Bank Account No.	Contact No.

Parents Association as per format (Minimum 8 Parents and no member parent should be employee of such school)							
S.no	Name of Parent	Name of his/her ward	Class in which his/her ward is studying	Contact no. Of Parent	Photograph of Parent	Signature of Parent	

<u>Processing Fee Details</u>		
Income details	Processing Fee Amount	Total Income as per Latest Audit Report
a) Schools having Income up-to Rs.50 Lakh	Rs.3000/-	
b) Schools having income above Rs.50lakh up-to Rs.2 crore	Rs.6000/-	
c) Schools having Income above Rs.2crore	Rs.10000/-	
The amount should be deposited in J&K Bank Branch, Moving Secretariat J&K (A/C: 0110010200001020 , IFSC Code JAKA0MOVING) Banking Name: COMMITTEE FOR FIXATION AND REGULATION OFFICE OF PRIVATE SCHOOLS Attach the receipt of the same in the file		

Note:-

- File, data, and calculations should be complete in all respects. Incomplete files or incorrect calculations in audit reports and fee structures will not be accepted.
- Each page of the file must be numbered in ascending order, as per the format mentioned above.
- Each page of the file must be attested with a seal and signature by either the Chairman or the Principal of the school.
- Always download the latest format provided on the website (www.jkffc.in) and prepare the file accordingly. No school should type its own format resembling this one.

Signature of Principal
Of the School

Signature of Chairman
of the School