

**OFFICE OF THE MANAGING DIRECTOR  
ADARSHA VIDYALAYA SANGATHAN, ASSAM**

Directorate of Technical Education, Assam, Kahilipara, Guwahati-781019



Ref. AVS/SDF/2022/01/341

Dated: 03/12/2022

From: Dhrubajyoti Borah, ACS  
Managing Director  
Adarsha Vidyalaya Sangathan, Assam  
Kahilipara, Guwahati-19

To,  
The Principal,  
& Member Secretary, SMDC,  
Adarsha Vidyalayas (all)

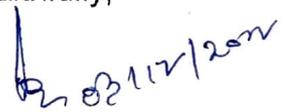
**Sub: Guidelines on School Development Fund (SDF)**

Sir/Madam,

In inviting a reference to the subject as cited above, I am to enclose herewith the guidelines on School Development Fund (SDF) of Adarsha Vidyalayas of Assam for favour of necessary action at your end.

Yours faithfully,

Enclo: as stated

  
Managing Director,  
Adarsha Vidyalaya Sangathan, Assam

Ref. AVS/SDF/2022/01/341-A

Dated: 03/12/2022

**Copy to:**

1. The Secretary to the Government of Assam, School Education Department, Dispur, Guwahati-06 for kind information.
2. The Deputy Commissioner and Chairman, SMDC, Adarsha Vidyalayas of all concerned districts for kind information.
3. The Circle Officer, concerned Revenue Circle, and Convenor, SMDC, Adarsha Vidyalayas of all concerned districts for information.
4. The P.S to the Hon'ble Minister of Education, Government of Assam, B-Block, Dispur-06 for kind appraisal of Hon'ble Minister.
5. The PA to the Advisor Education, Assam and Chairman, Adarsha Vidyalaya Sangathan, Assam for kind appraisal of Advisor Education.

  
Managing Director,  
Adarsha Vidyalaya Sangathan, Assam

**GUIDELINES FOR 'SCHOOL DEVELOPMENT FUND' (SDF)  
IN ADARSHA VIDYALAYAS OF ASSAM.**

Sl.	Activity	Execution
1	School Development Fee	To be implemented in Adarsha Vidyalayas of Assam
2	Month of execution	From November 2022
3	Fee amount	Rs. 300/- per student per month
4	Fee Relaxation	As per Clause 2 of the Order vide No. AVS/SDF/2022/01/315 Dated Guwahati, the 9 <sup>th</sup> November, 2022
5	Selection of students for fee exemption	<b>The Principal of Adarsha Vidyalayas shall be personally responsible for ensuring the actual economic status of applicant students for availing exemption of fees (SDF).</b> The list of such applicants as prepared by the Principal of Adarsha Vidyalaya must be vetted & approved by the concerned School Management & Development Committee (SMDC), only after which admissions shall be allowed for such category of students. If at the time of admissions, the number of students applying for the reservation/fee-exemption category exceeds more than 20% of seat capacity in a particular Class, the SMDC shall identify and select the poorest and needy families from amongst such applicants so as not to exceed the limit of 20% of fee exempted seats under any circumstances.
6	SDF- Fee collection and deposit procedure	The Adarsha Vidyalayas shall open a <b>Savings Bank Account</b> in any nationalized bank named as "School Development Fee, Adarsha Vidyalaya,....." , which will be jointly operated by the Principal and the LDA-cum-Account of the school. All fees must be collected within 15 <sup>th</sup> of each month, and shall be promptly deposited to the bank account of the school. <b>Keeping cash-in-hand shall be strictly avoided. The Passbook of the bank account shall be updated as and when deposit is made.</b>
7	Period of SDF fee collection from students	Within 07 <sup>th</sup> day of every month without late fee From 8 <sup>th</sup> to the 14 <sup>th</sup> day of every month: with late fee of Rs.5.00 (Rupees five) per day.
8	Money Receipt	Money receipt shall be given against all collection of fees. The receipt shall be properly written and signed by depositor & the collector, mentioning all details like date, month, year etc. on both the issue side and the counterfoil side of the receipt. The cost of printing of Money-Receipt Booklets shall be borne out of the 'Annual School Grant' to be provided by the Sangathan to the Vidyalayas. <b>(format of Money Receipt enclosed as annexure-I)</b>

9	Statement of fees collection	<p>While depositing collected fees into the School Bank Account, a detailed statement (Class-wise) must be submitted to the concerned Bank in the following format. The same statement shall also be sent to AV Sangathan through email (info.adarshavidyalaya@gmail.com) :</p> <table border="1" data-bbox="533 394 1437 577"> <thead> <tr> <th colspan="6">Month:</th> </tr> <tr> <th>Class</th> <th>Total Students</th> <th>Fees collected without late fees</th> <th>Fees collected with late fees</th> <th>Total fees collected</th> <th>Remarks</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>	Month:						Class	Total Students	Fees collected without late fees	Fees collected with late fees	Total fees collected	Remarks						
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Class	Total Students	Fees collected without late fees	Fees collected with late fees	Total fees collected	Remarks															
10	Record keeping of SDF	<p><b>Separate Cash Book for fees (SDF) shall be properly maintained, which shall be updated regularly/daily by the LDA-cum-Accountant with his/her signature. The Cash-Book shall be verified and signed by the Principal on Monthly basis.</b> (format of Cash-Book enclosed as annexure-II)</p>																		
11	Date of SMF fee deposit to AV Sangathan Account	18th of every month																		
12	Mode of transfer of SDF fee by school to Sangathan account	The entire amount of fees deposited in a month into the respective SDF account of the school shall be transferred to the bank account of Adarsha Vidyalaya Sangathan, Assam through RTGS/ NEFT only.																		
13	Account detail of Adarsha Vidyalaya Sangathan where SDF fee shall be deposited	<p>Account Name: <b>School Development Fund AV Sangathan</b>  Account No: <b>555802010010685</b>  Bank Name: <b>Union Bank of India</b>  Branch Name: <b>G.S. Road, Guwahati</b>  IFSC: <b>UBIN0555584</b></p>																		
14	Awareness/ Intimation of parents/guardians	A meeting of SMDC shall be organized in each school for proper generation of awareness among parents & guardians of students, teachers, SMDC members, local academicians, community members etc. for smooth implementation of the SDF policy in Adarsha Vidyalayas.																		
15	Utilization of School Development Fund	<p>Fees deposited by each school shall be re-allocated by the Sangathan to the schools on the basis of school-specific needs, and overall improvement in performance of the school upon utilization of allocated fund.</p> <p>The Schools shall be able to utilize the allocated amount only for the following purposes:</p> <p><b>15 (a) Voluntary Educators of Sports / Physical Education / Music / Art &amp; craft etc:</b> Engagement of a maximum of 3 (three) numbers of 'Voluntary Educators' shall be allowed on daily basis for a maximum of 20 days in a</p>																		

month in various subjects like Sports/Physical Education/Music/Art & craft etc. A honorarium of Rs.500.00 (Rupees Five Hundred) only per working day per such educator shall be paid. Such Educators shall be engaged locally by the Principal. No appointment/engagement letters shall be given for such engagement. However, attendance record/register of such educators shall be maintained. At the end of such voluntary service, a certificate of experience shall be provided to such educators by the Principal of the school.

- 15 (b) Voluntary Educators from final year students of different Post Graduate Courses (eg. MA/MSc/MCom/MTech/MEd etc):** Services of a maximum of 3 (three) numbers of final year students of various PG courses of educational institutions in the vicinity of the schools who are desirous of experience/exposure in teaching may also be engaged as per terms and conditions in Para **15 (a)**.
- 15 (c) Expenses (upto a maximum of Rs.2,000 per month) relating to light refreshment for various meetings etc.**
- 15 (d) Expenses relating to logistics etc. for celebration of days of national/international importance, subject to prior approval of the AV Sangathan.**
- 15 (e) Expenses relating to regular cleaning of toilet blocks.**
- 15 (f) Expenses relating to cleaning of school campus as and when the need arises.**
- 15 (g) The Principal shall have the authority to utilize a maximum of Rs.5,000.00 (Rupees Five Thousand) only in case of any unforeseen expenses like medical emergency etc.**
- 15 (h) All records of expenditure like bills/vouchers/money-receipts /photographs as applicable must be maintained in file and the Cash-Book shall be updated accordingly. Such records shall also be produced for inspection of Audit/inspections etc as and when required.**
- 15 (i) Accounts of fund utilisation in a month(s) and all records thereof must be placed in the next SMDC meeting for approval. Any observations/anomalies identified by the SMDC must be rectified as per recommendations of the SMDC.**

The AV Sangathan shall also utilize the fund by undertaking common/school specific activities for which necessary instructions shall be issued from time to time.



Managing Director,  
Adarsha Vidyalaya Sangathan, Assam



Book No..... SI. No.....

**ADARSHA VIDYALAYA,** .....  
**Dist.** ....., **PIN-78**....., **Assam**  
**(An English Medium CBSE affiliated school under AV Sangathan, Assam**  
**School Education Department, Government of Assam)**  
 UDISE Code: ....., CBSE Affiliation No. .... School Code: .....

**MONEY RECEIPT**

Received with thanks Rs. 300/- (Three Hundred) only from  
 Sri/Smti.....S/o./D/o.  
 ..... of Class ..... Section .....  
 Roll No. .... for the month of ..... 20..... through  
 Cash/ Cheque no. .... as School Development Fee.

Monthly Fee Rs. 300.00 (Rupees Three Hundred) only  
Late Fee for ..... Days X Rs.5.00 per day =Rs. ....

Total Rs.....

Signature of the depositor/Guardian

Signature of the receiver

Date: .....

Date: .....

N.B: Late fee of Rs. 5/- (five) only per day will be charged after 7<sup>th</sup> day of every month.

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