

From

**Director Secondary Education,
Haryana, Panchkula.**

To

1. All the District Education Officer in the State.
2. All the District Elementary Education Officer in the State.
3. All the Block Education Officer in the State.

**Memo No. 8/02-2022 PS (2)
Dated, Panchkula the 10.07.2024**


Subject: Self-declaration by a recognized school in regard to Form-VI.

In continuation of this office public notice no. 8/2-2022 PS (2) dated 06.03.2024 & office letter dated 17.05.2024 on the subject cited above.

Vide above referred office letter dated 17.05.2024, on the request of Private School Associations, the department has decided to allow all the private school running in the State to upload self-declaration with an undertaking for Point 10, 11, 12 & 13 as per the previous academic session. However, various private schools have not filled FORM-VI for academic session 2023-24 so the department has been decided to re-open the portal for Form-VI from **10.07.2024** to **15.07.2024 till 11:59 P.M** as various private school have not filled FORM-VI for academic session 2024-25.

Therefore all the District Education Officer and District Elementary Education Officers are requested to direct all the private schools to fill Self-Declaration Form with an undertaking for Point 10, 11, 12 & 13. It is also clarified that if any of the private school does not fill the self-declaration or incorrectly fill the self-declaration in the FORM-VI for the academic session 2024-25 then the concerned school will be responsible for any kind of complaint or litigation stands in future.

**Encl: Annexure-A (Self Declaration)
SOP for filling Form-VI**

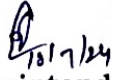

**Superintendent PS
for Director Secondary Education
Haryana, Panchkula.**

Endstt. No. 8/2-2022 PS (2)

Dated, Panchkula the 10.07.2024

A copy of the above is forwarded to the following for information and necessary action:-

1. Director Elementary Education, Haryana, Panchkula.
2. PS/Director Secondary Education, Haryana, Panchkula.
3. Private School Branch of Director Elementary Education, Haryana, Panchkula.
4. IT Cell (HQ) kindly upload on website.


**Superintendent PS
for Director Secondary Education
Haryana, Panchkula.**

SOP FOR FILLING THE PDF OF FORM VI

01. Point no 10 of Form VI:

- a) Make a list of teachers who were in school in January' 2023 and also in January' 2024. Do not include teachers who were in school in January' 2023 but were not there in January' 2024. Likewise, do not include teachers who were in school in January' 2024 but were not there in January' 2023.
- b) Compute average salaries paid to these teachers in January' 2023 as well as January' 2024 by dividing the sum-total of salaries paid to all these teachers in the months of January' 2023 and January' 2024 respectively by number of teachers.
- c) Compute the average increment between these two average salaries.
- d) This is the '**per capita increase of monthly salary of teaching staff**'.

02. Point no 12 of Form VI:

- a) Schools that have maintained a single fee structure for all its students and have never made any incremental increase in the fee structure in the past for new admissions should submit a single fee chart for existing students.
- b) Schools that had revised their fee structure for new students in one or more academic years in the past should submit multiple fee charts for existing students.

Illustration:

- A school increases its fee by 10% every year;
- The school had a particular fee structure in academic year 2021-22;
- For the academic year 2023-23, the school increased the fee for new students by 15% i.e. more than 10%. Subsequently the fee of these new students increased 10% year on year.

Fee structure over the years for existing students who were enrolled in school up to 2021-22:

GRADE	2021-22	2022-23	2023-24	2024-25
Nursery	36,000	39,600	43,600	48,000
Kindergarten	36,000	39,600	43,600	48,000
1	48,000	52,800	58,100	63,900
2	48,000	52,800	58,100	63,900
3	48,000	52,800	58,100	63,900
4	48,000	52,800	58,100	63,900
5	48,000	52,800	58,100	63,900
6	54,000	59,400	65,300	71,800
7	54,000	59,400	65,300	71,800
8	54,000	59,400	65,300	71,800
9	60,000	66,000	72,600	79,900
10	60,000	66,000	72,600	79,900
11	72,000	79,200	87,100	95,800
12	72,000	79,200	87,100	95,800

Fee structure over the years for students who joined the school in 2022-23:

GRADE	2022-23	2023-24	2024-25
Nursery	41,400	45,500	50,100
Kindergarten	41,400	45,500	50,100
1	55,200	60,700	66,800
2	55,200	60,700	66,800
3	55,200	60,700	66,800
4	55,200	60,700	66,800
5	55,200	60,700	66,800
6	62,100	68,300	75,100
7	62,100	68,300	75,100
8	62,100	68,300	75,100
9	69,000	75,900	83,500
10	69,000	75,900	83,500
11	82,800	91,100	1,00,200
12	82,800	91,100	1,00,200

In such a case the school should load the following tables for Point No 12:

Fee structure applicable for students who had joined the school in or before academic year 2021-22

Grade/ class	Composite Fee (2023-24)	Proposed Composite Fee (2024-25)	% Increase
N	43,600	48,000	10%
KG	43,600	48,000	10%
I	58,100	63,900	10%
II	58,100	63,900	10%
III	58,100	63,900	10%
IV	58,100	63,900	10%
V	58,100	63,900	10%
VI	65,300	71,800	10%
VII	65,300	71,800	10%
VIII	65,300	71,800	10%
IX	72,600	79,900	10%
X	72,600	79,900	10%
XI	87,100	95,800	10%
XII	87,100	95,800	10%

Fee structure applicable for students who had joined the school in academic year 2021-22

Grade/ class	Composite Fee (2023-24)	Proposed Composite Fee (2024-25)	% Increase
N	45,500	50,100	10%
KG	45,500	50,100	10%
I	60,700	66,800	10%
II	60,700	66,800	10%
III	60,700	66,800	10%
IV	60,700	66,800	10%
V	60,700	66,800	10%
VI	68,300	75,100	10%
VII	68,300	75,100	10%
VIII	68,300	75,100	10%
IX	75,900	83,500	10%
X	75,900	83,500	10%
XI	91,100	1,00,200	10%
XII	91,100	1,00,200	10%

- c) Schools intending to do an incremental increase in fee structure for new students in academic year 2024-25 should submit separate fee structure for new students as provided.

SELF DECLARATION

01. Point no 10 of Form VI:

This is to certify that the average percentage per capita increase of monthly salary of teaching staff who were in school in January 2023 and were also in school in January 2024 is _____%

02. Point no 11 of Form VI:

- A. Per capita increase of monthly salary of teaching staff :
- B. Upper cap of CPI + 5% applicable for academic year 2024-25 : 10.64%
- C. Maximum Permissible Fee Increase (*lower of A and B*) :

03. Point no 12 of Form VI:

pick any or all (*including multiple of any, if required*) of the following, as may be applicable to existing students in the school who would have joined the school from time to time on different fee structures:

12.1: Fee structure applicable for students who had joined the school in or before academic year XXXX

Grade/class	Composite Fee (2023-24)	Proposed Composite Fee (2024-25)	% Increase
I			
II			
III			
IV			
V			
VI			
VII			
VIII			
IX			
X			
XI			
XII			

12.2 Fee structure applicable for students who had joined the school in academic year XXXX

Grade/class	Composite Fee (2023-24)	Proposed Composite Fee (2024-25)	% Increase
I			
II			
III			
IV			
V			
VI			
VII			
VIII			
IX			
X			
XI			
XII			

12.3 Fee structure applicable for students who had joined the school from academic year XXXX to academic year XXXX

Grade/class	Composite Fee (2023-24)	Proposed Composite Fee (2024-25)	% Increase
I			
II			
III			
IV			
V			
VI			
VII			
VIII			
IX			
X			
XI			
XII			

04. Point no 13 of Form VI:

Fee structure applicable for new students who would be joining the school in academic year 2024-25

Grade/class	Prospectus and Registration Fee	Admission Fee	Composite Fee (2024-25)
I			
II			
III			
IV			
V			
VI			
VII			
VIII			
IX			
X			
XI			
XII			

UNDERTAKING

I _____ S/o _____
President/Secretary of _____ Society or Trust having
Registration No. _____ running _____ School
(MIS Code _____) is verified that the information stated above in the self-
declaration form is true and correct to the best of my knowledge and nothing
has been kept concealed therein and the fee increased in the current academic
session is not more than the prescribed limit i.e. 10.64%.

Place:

Dated:

Deponent