

**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 07th day of every month without late fee From 8th to the 14th 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>