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# K. S. Memorial Sr. Sec. Public School

Senior Secondary (Recognised)  
Affiliated to C.B.S.E.  
Ghitorni, New Delhi - 110030



Ref. K.S.m.P.S. / SLFRC / Notice 07-2025-26

Date 31/12/2025

## Notice

With the reference order no DE.15(431)/PSB /2025 /97449752 Dated 24/12/2025 Regarding **Constitution and functioning of the School Level Fee Regulation Committee (SLFRC)** for Academic Session 2025-2026 under the Delhi School Education (Transparency in Fixation and Regulation of Fees) Act, 2025 and Rules 2025

All the School Students Parents and teacher are invited to Participate 07/01/2026 to constitute School Level fee Regulation Committee for the session 2025-2026.

सभी स्कूल के बच्चों के माता-पिता और टीचरों को सेशन 2025-2026 के लिए स्कूल लेवल फीस रेगुलेशन कमेटी बनाने के लिए 07/01/2026 को भाग लेने के लिए आमंत्रित किया जाता है।

मीटिंग की तारीख और समय 07/01/2026, सुबह 11:00 बजे K.S. मेमोरियल पब्लिक स्कूल घिटोरनी में होगी।

Please read all rules and regulation of fee Committee mention in order No DE.15(431)/PSB /2025 /97449752 attached with this Notice

  
H.O.S. 31/12/2025  
K.S. Memorial Public School  
Ghitorni, New Delhi

**GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI  
DIRECTORATE OF EDUCATION: PRIVATE SCHOOL BRANCH  
OLD SECRETARIAT, DELHI-110054**

**No. DE.15(431)/PSB/2025/9744-9752**

**Dated:24/12/2025**

**ORDER**

**Subject: Directions for constitution and functioning of the School Level Fee Regulation Committee (SLFRC) for Academic Session 2025-26 under the Delhi School Education (Transparency in Fixation and Regulation of Fees) Act, 2025 and Rules, 2025.**

WHEREAS, the Delhi School Education (Transparency in Fixation and Regulation of Fees) Act, 2025 (hereinafter referred to as “the Act”) has come into force vide notification dated 10.12.2025 to ensure transparency in fixation and regulation of fees by schools in the National Capital Territory of Delhi; and

WHEREAS, the Delhi School Education (Transparency in Fixation and Regulation of Fees) Rules, 2025 (hereinafter referred to as “the Rules”) have been notified on 10.12.2025 to operationalise the provisions of the Act; and

WHEREAS, the Act mandates the constitution of a School Level Fee Regulation Committee (SLFRC) in every school and prescribes its composition, procedure and functions, including participation of parents and teachers; and

WHEREAS, for the Academic Session 2025-26, an immediate one-time operational timeline is required for constitution of SLFRCs and for submission and disposal of fee proposals so that fee-related matters for the current session are decided expeditiously;

NOW, THEREFORE, I, Veditha Reddy, IAS, Director of Education, Government of National Capital Territory of Delhi, in exercise of the powers conferred under the Act and the Rules made thereunder, hereby issue the following direction. These directions shall apply to every “School” as defined in section 2(13) of the Act for Academic Session 2025-26. For Academic Session 2026-27 and onwards, the timelines and procedures prescribed in the Act and the Rules shall be complied with, without exception:

## **1. Constitution of SLFRC and Publication of Membership**

Every school shall constitute its SLFRC within fifteen (15) days from the date of issue of this Order, but not later than 10.01.2026, strictly in accordance with the Act and the Rules, and shall, immediately upon constitution, display and upload on its notice board and website the names of the Chairperson and members of the SLFRC.

It is clarified that the Observer for the SLFRC, as envisaged under the Act and the Rules, shall be the DoE Nominee appointed/nominated for the school under the provisions of the Delhi School Education Act and Rules, 1973 (DSEA&R, 1973) and the senior most DE Nominee (by designation/appointment order, as applicable) shall act as the Observer for the SLFRC of the concerned school.

In schools where no DE Nominee has been appointed/nominated under DSEAR, 1973, the school shall mandatorily intimate the Deputy Director of Education (DDE) of the concerned District in writing within three (3) working days of issuance of this Order, seeking nomination of the Observer. The concerned DDE shall ensure nomination of the Departmental Observer expeditiously, and in any case within seven (7) working days, and shall monitor strict compliance by the school.

## **2. Draw of Lots for Parent and Teacher Representatives:**

The selection of five (5) parent representatives and three (3) teacher representatives shall be carried out through a transparent and public draw of lots strictly in accordance with Rule 4(i) to 4(ix) of the Rules, including preparation of a waiting list of ten (10) additional members, and the school management shall not influence or interfere with the conduct of the draw, failing which action shall be taken under the Act/Rules, after due process. The date, time, and venue of the draw shall be publicly announced at least seven (7) calendar days in advance through a prominent display on the school notice board and publication on the school's official website so as to ensure complete transparency, verifiable public notice, and the integrity of the draw process.

### **3. PTA Definition (for Draw Purpose):**

For the purpose of such draw, “Parent-Teacher Association (PTA)” shall mean the Parent-Teachers Association constituted under the Delhi School Education Act, 1973 and the Delhi School Education Rules, 1973 for the concerned academic year, comprising all parents/guardians of students currently enrolled in the school and all teachers of the school as ex-officio members. It is reiterated that every parent/guardian, and teacher of the school shall be mandatorily included in the draw of lots for SLFRC, in accordance with the provisions of the Act and the Rules.

### **4. Eligibility for Parent Draw and One Family Representation:**

4.1 Parents/guardians of students who are exempted from payment of fee, i.e., students admitted under the EWS/DG/CWSN categories under the Right of Children to Free and Compulsory Education Act, 2009, shall not be included for selection as Parent Representatives in the SLFRC. If any such parent/guardian is inadvertently selected, the selection shall be treated as invalid, and the resultant vacancy shall be filled by selecting the next eligible parent/guardian from the reserve/waiting list prepared through the draw of lots.

4.2 To ensure wider participation, where both parents/guardians of the same student or siblings (wards) enrolled in the school are selected in the draw of lots, only the parent/guardian whose name is drawn first shall be included as the Parent Representative in the SLFRC, and the other selection(s) shall be treated as invalid and filled from the waiting list prepared through the draw of lots.

### **5. Non-acceptance/Unwillingness and Filling of Vacancy (Waiting List/Fresh Draw)**

If any parent/guardian or teacher selected through draw of lots is unwilling to serve on the SLFRC, he/she shall submit a written letter to the Head of School/Secretary (SLFRC) within three (3) working days of being informed, whereupon the vacancy shall be filled immediately from the waiting list prepared during the same draw, in order; if no waitlisted

member is available for the concerned category, a fresh draw shall be conducted for that category, and the declination and replacement shall be duly recorded in the proceedings. This shall, however, be subject to verification by the Observer/DE Nominee that any request/representation for declination submitted by a parent/guardian selected through the draw of lots for the SLFRC is genuine, voluntary, and made without any coercion, inducement, or undue influence.

#### **6. Submission of Fee Proposal by School Management (2025-26):**

For Academic Session 2025-26, the School Management shall submit the fee proposal, including the proposed fee structure, to the SLFRC under section 5 of the Act read with Rules 8 and 12 of the Rules, along with prescribed documents/information, within fifteen (15) days of constitution of the SLFRC and, in any case, not later than 25.01.2026.

#### **7. Time-bound Decision by SLFRC and Disclosure:**

Upon receipt of a complete proposal, the SLFRC shall examine the proposal and supporting records and shall pass a reasoned and speaking decision within thirty (30) days of receipt, communicate the decision to the School Management, and display and upload the same forthwith on the notice board and website of the school.

#### **8. One-time Operational Timeline for Academic Session 2025-26:**

To ensure uniformity for Academic Session 2025-26, the one-time operational timeline shall be as follows:

- i. constitution of SLFRC (including completion of draw of lots and publication of final list) by 10.01.2026;
- ii. submission of fee proposal by School Management to SLFRC by 25.01.2026; and
- iii. Decision by SLFRC within 30 days of receipt of proposal as mandated in the Act, with communication and display immediately thereafter.

## **9. Compliance and Enforcement**

Any deviation or non-compliance, including delay in constitution of the SLFRC or in submission or disposal of the fee proposal as per the above timeline, shall invite action in accordance with the Act and the Rules, after following due process.

This Order shall come into force with immediate effect.



**(VEDITHA REDDY, IAS)  
DIRECTOR OF EDUCATION**

**All Heads of Schools / Managers of the schools as defined in the Delhi School Education (Transparency in Fixation and Regulation of Fees) Act and Rules, 2025.**

**No. DE.15(431)/PSB/2025/9744-9752**

**Dated: 24/12/2025**

Copy to:

1. Secretary to Hon'ble Minister of Education, GNCT of Delhi
2. SO to Chief Secretary, GNCT of Delhi
3. PS to Secretary (Education), GNCT of Delhi
4. PPS to Director of Education, GNCT of Delhi
5. PA to Additional Director of Education (PSB), GNCT of Delhi
6. All Regional Directors of Education, GNCT of Delhi
7. All Deputy Directors of Education (Districts/Zones), DoE, GNCTD for strict enforcement
8. OS (IT), DoE with the direction to upload this Order on the official website of the Directorate of Education
9. Guard File



**(VEDITHA REDDY, IAS)  
DIRECTOR OF EDUCATION**