

Fax No. : 91-11-23540558 (Admn.)
Fax No. : 91-11-27532520 (P.S.-I)
Fax No. : 91-11-23540557 (P.S.-III)
Fax No. : 91-11-23524212 (P.S. Admn.)



Phone No. : 23515951, 23539357, 27521284
23524304, 23515953, 23519805
Gram : DAV MAN COM

DR. D. N. Mishra
Mrs. Sripurna

4/3/17

D.A.V. COLLEGE MANAGING COMMITTEE

CHITRA GUPTA ROAD, NEW DELHI - 110055

No. PS/Padmabati/G-71

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Office Order

The President, DAV College Managing Committee, New Delhi is pleased to approve the proposal for taking over the management of a School at Mania, PS: Tangi, P.O: Uchhapada, Distt: Cuttack -754 022 (Odisha) from Padmabati Shiksha Niketan, Mania, PS: Tangi, P.O: Uchhapada, Distt: Cuttack -754 022 (Odisha). Memorandum of Understanding dated 28th Dec 2016 has been executed between the Regional Director, Odisha Zone-1 for and on behalf of DAV College Trust & Management Society, New Delhi and Sh. Nishit Behera, President, Padmabati Shiksha Niketan, Mania, PS: Tangi, P.O: Uchhapada, Distt: Cuttack -754 022 (Odisha). on the pattern of directly governed and controlled by DAV, College Managing Committee, New Delhi with effect from academic session of 2016-17. The school shall be run on a self-sustainable structure.

1. The School will be named as DAV Padmabati Public School at Mania, PS: Tangi, P.O: Uchhapada, Distt: Cuttack -754 022 (Odisha) and run for the purpose of providing education facilities to the wards of people living in the surrounding areas.
2. Padmabati Shiksha Niketan Society will provide 7.963 Acres of land and building existing on this piece of this land i.e. 11 rooms including sixteen toilets, one play ground, one computer lab, one staff room and one Principal's Room to DAV College Trust and Management Society for a period of 30 years on lease at a nominal lease rate of Rs. 5,000/- per annum to be paid in the first week of each succeeding year.
3. The existing provisions of all the amenities like water electricity, furniture, science apparatus and equipment, library books, sports material etc. will be utilized by the DAV CMC for smooth functioning of the school.

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Sripurna Sarna
HEAD
D.A.V. PADMABATI PUBLIC SCHOOL
Mania, Tangi, Cuttack

4. The School shall be composite Co-educational Senior Secondary School in English Medium from Class LKG leading to Class XII (total 13 classes) on Public School line in a phased manner. The School shall be got affiliated by the DAV College Managing Committee with the Central Board of Secondary Education, Delhi as per the norms of affiliation bye-laws of CBSE.
5. The fee structure shall be decided by the DAV CMC in consultation with LMC (Local Managing Committee) from time to time.
6. The School will start processing the following actions as per norms:-
 - a) Constitution of LMC (Local Managing Committee).
 - b) Constitution of Selection Committee.
 - c) Selection of Staff requirement basis.
7. The School shall maintain the following four accounts and all the funds shall be deposited in a scheduled or nationalized bank at the Project site as per the norms/policy of the DAV CMC:-
 - a) **DAV College Managing Committee Accounts**: To be operated jointly by any two office bearers of DAV College Managing Committee, New Delhi up to Rs. 50,000/- (Rupees Fifty Thousand only) and by any three office bearers of DAV College Managing Committee beyond Rs. 50,000/- (Rupees fifty thousand).
 - b) **The School Account**: To be operated by the Head of the School jointly with the Manager/Chairman/VC/LMC of the School.
 - c) **The Pupil's Fund Account**: To be operated by Head of the School jointly with the Manager/Regional Director of the school in accordance with the rules of the DAV CMC. This fund would be utilized exclusively for the benefit of the School children.

d) **Statutory Contribution Account/Saving Bank Account for Internet Banking:** This account will be operated by the Head of the school only exclusively for the purpose of making challan payment of pension contribution and inspection charges with the local P.F. office under Branch code number to be allotted by that office. No other transaction will be made from this Account. The balance in this account shall be maintained merely at the amount excess by one thousand rupees than the amount required to be paid/contributed.

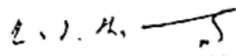
8. That the accounts of the School shall be audited by the internal Auditors of DAV CMC and Chartered Accountants to be appointed by the DAV CMC. The report of the Chartered Accountant shall be placed before the LMC for their information and necessary action.

9. The School will send remittances such as Provident fund, Administrative Charges, Gratuity, EDLI, Leave Encashment Contribution and contribution towards Arya Vidya Sabha, Arya Pradeshik Pratinidhi Sabha & Regional Director fund regularly and any other as per the norms of DAV CMC.

10. The School should apply to Provident Fund Section of DAV CMC for allotment of a separate P.F. Code Number.

11. The School Principal shall prepare annual budget of the school, get it approved by the LMC before sending it to DAV College Managing Committee.

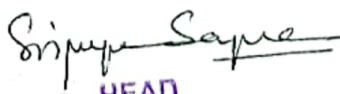
This is being issued in anticipation of the approval of PSGB/M.C.


(R S SHARMA)
GENERAL SECRETARY

Copy forwarded for information and necessary action to:

1. The Chairman DAV Padmabati Public School, Mania, PS: Tangi, P.O: Uchhapada, Distt: Cuttack -754 022 (Odisha).
2. Dr. K C Satpathy, RD, Odisha Zone -1 C/o DAV PS Chandrasekharapur, Sailashree, Bhubaneswar -21 (Odisha) with reference to his letter No. DAV/RD-1/2017/53 dated 10.1.2017.

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D.A.V PADMABATI PUBLIC SCHOOL
Mania, Tangi, Cuttack