



# Directorate School Education विद्यालय शिक्षा निदेशालय

Director, School Education  
Education, Culture and Development  
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To

Director SCERT Haryana, Gurugram.  
All the District Education Officers in the State.  
All the District Elementary Education Officers in the State.  
All the Principal DIETs, BITEs & GETTEs in the State.

Memo No. 5/16-2011 SE (5)  
Dated, Panchkula 25-1-2017

Subject: Implementation of Cashless Transaction in the State for class 9<sup>th</sup> to 12<sup>th</sup>.

Reference: Direction of the State Government vide 2B/71/2016-4B&C dated 23.11.2016 on the subject cited above.

It has been decided by the State Government that till further arrangement, the following procedure may be adopted by all Government schools for cashless transactions.

1. The present bank account maintained by the school in the name of Child Welfare Fund (CWF) be used for depositing of all types of fees/ funds/ board of school education, Haryana fees by the students/ parents. The fees/funds divided at present are as under:-

| Class                                        | Funds     |           |               |
|----------------------------------------------|-----------|-----------|---------------|
|                                              | CCW.F     | RCF       | C.W.F.        |
| 9 <sup>th</sup> & 10 <sup>th</sup>           | 25/- P.M. | 45/- P.A. | Rs. 25/- P.A. |
| 11 <sup>th</sup> & 12 <sup>th</sup> Arts     | 50/- P.M. | 45/- P.A. | Rs. 24/- P.A. |
| 11 <sup>th</sup> & 12 <sup>th</sup> Commerce | 60/- P.M. | 45/- P.A. | Rs. 24/- P.A. |
| 11 <sup>th</sup> & 12 <sup>th</sup> Science  | 75/- P.M. | 45/- P.A. | Rs. 24/- P.A. |

| Class                               | Admission Fees | Tuition Fees & Fine w.e.f. 01-01-2011 |
|-------------------------------------|----------------|---------------------------------------|
| 9 <sup>th</sup> & 10 <sup>th</sup>  | 5/- P.A.       | Nil                                   |
| 11 <sup>th</sup> & 12 <sup>th</sup> | 20/- P.A.      | Nil                                   |

2. This account is to be maintained by head of the institution and proper cash book is to be maintained for all transactions.
3. All students/ parents may be guided to deposit their dues including their fees/ funds/ board of school education, Haryana fees through online money transfers such as net banking, RTGS, debit/ credit card, e-wallet, UPI and other such modes to CWF account.
4. The head of the school/ institution will transfer the amount to other funds/ board of school education, Haryana through online transaction as per Govt. instructions only.
5. Head of the institution will maintain the record of transaction expenditure of different funds in separate cashbooks.
6. The above mentioned CWF account will be a dedicated account out of which no withdrawal will be allowed in cash or through cheque against any bill related to any other fund.
7. Students may be given training regarding the use of various methods of online money transfer to deposit their fees/funds on joyful activity day. This will also help them and their parents in cashless transaction of their other expenditures.
8. The above procedure of cashless transactions for fees and funds etc. will continue till a cashless money transfer system through bank or any other agency is introduced for this purpose.

*[Signature]*  
Principal  
PM SHRI GMSSS School  
Narwana (1515) Jind

*[Signature]*  
Assistant Director SE  
for Director Secondary Education  
Haryana Panchkula