

## FORM - II

### FORMATE OF EXPENDITURE

Name of the School with Postal Address:

School UDISE code No. :

Student strength :

<b>Account - I</b> <b>Salary, Allowances, Welfare Scheme and other Welfare Activities</b>	
<b>HEAD OF EXPENDITURE</b>	<b>Expenditure of the previous Academic Year</b>
<b>A. Salary and Allowances</b>	
Principal	
Teaching staff	
Non-teaching staff	
E.P.F. Contribution	
E.S.I	
Earned Leave	
Gratuity	
Pension	
Retirement Purse	
<b>Total</b>	
<b>B. Other Schemes and Benefits for the Staff</b>	
Management Contribution to LIC / (Medical Insurance)	
Staff Uniform	
Incentive for Good Results	
Occasional Festival Gifts	
Any other	
<b>Total</b>	

<b>HEAD OF EXPENDITURE</b>	<b>Expenditure of the previous Academic Year</b>
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<b>Account II - Administration</b>
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Electricity Charges	
Fuel for Generator	
Water Taxes and Water Charges	
Property Taxes	
Telephone & Mobile Phone (Administrative Purpose)	
Internet and SMS Services (Administrative Purpose)	
Postage	
Printing (Printing of Cash Book, Ledgers, Fee Receipts, School Magazines and Circulars etc.	
Stationery Items (Administrative Purpose)	
Examination Expenses	
Books and periodicals (Library)	
Teaching Aids	
Sports and Games	
Staff Welfare	
Special Training and Wrokshop for the skill development of the Staff	
Recognition Expenses and any other Statutory Payments	
Administrative Travel and Vehicle Expenses	
Professional Fee (legal, Audit and Accounting)	
Hospitality	
Functions and Celebrations	
Advertisement for Recruitment of Teachers	
<b>Total</b>	

<b>Account III - Expenses on Specific Purposes</b>
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Educational Tour only for students	
Seminar or orientation programme for students	

HEAD OF EXPENDITURE	Expenditure of the previous Academic Year
Group Activities (NCC/NSS/Scouts/JPC/RS) and camps	
Medical Expenses	
Teaching through Techology (Smart class or any other modern technology)	
Co-Curricular Activities connected with curriculum for all	
Extra-Curricular Activities for all	
<b>Total</b>	
<b>Account IV - Maintenance</b>	
<b>a) Campus Maintenance</b>	
Gardening	
Sweeping and Cleaning	
Sanitation	
Security Services	
<b>Total</b>	
<b>b) Laboratory Maintenance</b>	
Science Lab	
Language Lab	
Computer Lab	
Digital Library Lab	
<b>Total</b>	
<b>c) Equipment Maintenance</b>	
AMC of Xerox, Printers, CCTV Cameras, LCD Projectors and other modern equipments	
<b>Total</b>	
<b>d) Maintenance Expenditures Electrical and other Machines</b>	
Electric Lines	
Generator	
Fire Extinguisher	
Air-Conditioner Maintenance	
<b>Total</b>	

<b>HEAD OF EXPENDITURE</b>	<b>Expenditure of the previous Academic Year</b>
<b>e) Building Maintenance</b>	
Colour Wash	
Repairs and Renovation	
Lease or Rent (if the land owner is 3rd party)	
Depreciation	
<b>Total</b>	
<b>Maintenance Grand Total</b>	
<b>Account V - Infrastructure</b>	
Purchasing of Furniture	
Equipment	
Land	
New Construction	
Modernization	
Any other	
<b>Total</b>	
<b>Grand Total</b>	

Signature of the person duly authorised  
by the educational agency

N B : Expenditure shall be given for the academic year preceding the academic year for which fee determination is requested