

# SRDAV PUBLIC SCHOOL, DAYANAND VIHAR, DELHI-110092

Date: February 22, 2016

Dear Parent,

Thanks for your overwhelming response in opting for deduction of fee of your ward through ECS (Electronic Clearing System). To develop transparency in the system, ECS has been introduced successfully since last year for fee collection. It is mandatory for all parents to fill the enclosed Mandate form to ensure successful implementation of ECS. Please find below the procedure for your reference:

1. Fees will be deducted on monthly basis on any working day (between 10<sup>th</sup>–15<sup>th</sup>) of every month through the Electronic Clearing System (ECS). The school will send the SMS stating the amount to be deducted for the concerned month and the date of deduction.
2. Please note that no SMS will be sent to you by the school in respect of deduction of fee from your account. This information may be provided to you by your bank.
3. In case the ECS fails owing to insufficient balance in your account, the same will be deducted in the next month along with a late fine of Rs. 5/- per day. Else you may pay the same amount in cash at Bank of Maharashtra, Dayanand Vihar branch before 25<sup>th</sup> of that month.
4. For facilitating the ECS process a mandate form is being provided to you. Kindly fill the requisite details in the form in three copies.
5. One copy of mandate form in accordance to RBI guidelines needs to be submitted in your bank. Your bank will further update this mandate in their system so that they can facilitate monthly deduction of fees through ECS.
6. Other Three copies of the Mandate form need to be submitted to class teacher by 10<sup>th</sup> March 2016. Please ensure that your bank has certified that they have created the mandate in their system. This is a major certification to be obtained from your bank to make the ECS process successful.
7. Please note that school will not be responsible if your bank is unable to update the mandate and later on denies passing the ECS with reason: Mandate form not present.
8. You must retain a photocopy of mandate form with you before submitting the copies to the school.
9. The school will accept the details of banks of Delhi/NCR branches only having MICR code starting from 110. Details of branches outside Delhi / NCR will not be accepted at all. The school will only accept the details of banks of Delhi/ NCR branch.
10. It is proposed that the Current Mandate form being provided to you will be valid for next 5 years i.e. w.e.f April 2016 to March 2021.
11. The upper limit for deduction is fixed as Rs. 50,000/-. Please be assured that only the amount of fees due for a particular month will be deducted from your account irrespective of the fixed upper limit. (The deduction will be as per fee structure provided to you at the beginning of every session).
12. Parents who were successfully availing fee deduction through ECS during the last session are requested to provide the same bank details in the current mandate form also, as those details have already been feed in our system.
13. Parents are further informed that the fee for the month of March every year will be deducted in the month of February.

Regards,

Renu Laroia  
Principal