



DELHI PUBLIC SCHOOL R. N. EXTENSION

(Under the aegis of the Delhi Public School Society, New Delhi)

DPSRNE/Cir/23-24/02/275

Date: 19 February 2024

CIRCULAR FOR PARENTS

REGARDING: IMPORTANT SCHEDULE-PARENTS TEACHER MEETING, BOOKS/UNIFORM SALE, REPORT CARD AND NEW ACADEMIC SESSION 2024-25 (CLASSES: IX AND XI)

(Through: School ERP/Website)

Dear Parents (Classes: IX and XI),

Greetings from Delhi Public School R. N. Extension!

In continuation with the Circular No. 228 dated: 27 December 2023, this is to inform you the following:

- PARENTS TEACHER MEETING (ANNUAL EXAMINATION 2023-24):** Parents Teacher Meeting (PTM)/Paper Showing for **Classes: IX and XI** shall be conducted on **Saturday, 9 March 2024 from 09:00am to 01:00pm**. No marks shall be changed after PTM hours. In case of any error/miscalculation in marks, application addressed to the **School Principal** to be submitted at the respective **Class Teachers along with the Answer Scripts**.
- BOOKS AND UNIFORM SALE:** Books and Uniform shall be made available for purchase on **Saturday, 9 March 2024 from 09:00am to 04:00pm**. The sale shall continue effective from **Monday, 11 March 2024 between 10:00am to 04:00pm on all working days including Saturdays**.
- ANNUAL REPORT CARD:** Annual Report Card of **Classes: IX and XI** shall be uploaded on the **School ERP on Monday, 18 March 2024 by 04:00pm**.
- CLASS/SECTION LIST AND TRANSPORT PLAN FOR SESSION 2024-25:** Class/Section List and Transport Plan for **Classes: X and XII (Session 2024-25)** shall be uploaded in the **School ERP** and **School Website (www.dpsrnext.com)** under the **HOME PAGE-LATEST UPDATE 2024-25** on **Saturday, 9 March 2024 by 04:00pm**.
- COMMENCEMENT OF ACADEMIC SESSION 2024-25:** The new **Academic Session 2024-25** for **Classes: X and XII** shall be commence effective from **Tuesday, 12 March 2024** as per the below mentioned school timings.
- SCHOOL TIMING:** Please note the School Timings for **Classes: X and XII** in the **Academic Session 2024-25:**

From 12 March 2024 to 3 April 2024	From 4 April 2024 onwards
08:00am to 02:00pm	07:00am to 01:00pm

- INTERACTIVE SESSION:** The **Interactive Session** for **Classes: IX-XII** shall be conducted as per the following schedule.

Day/Date	Class	Time Slot
Saturday, 27 April 2024	Classes: IX-X	09:00am to 10:00am
	Classes: XI-XII	12:00pm to 01:00pm

- SCHOOL TUITION/TRANSPORT FEE:** It is **MANDATORY** for all parents to **CLEAR** the **OUTSTANDING DUES** against your ward for the **ongoing Academic Session 2023-24 up-to March 2024, on/before Saturday, 24 February 2024** to enable to add the name of your ward in the **Promotion List (Session 2024-25)**. Kindly ignore if paid. Kindly refer to the **GUIDELINES REGARDING SCHOOL TUITION AND TRANSPORT FEE** already shared with you and **attached** herewith for your ready reference.

Handwritten signature and date: 19/2/24

9. **TRANSFER CERTIFICATE/WITHDRAWAL:** Any parent willing to issue **Transfer Certificate/withdrawal of ward from school w.e.f. April 2024** shall have to **inform in written** to the undersigned on/before **Thursday, 29 February 2024**. Any application for Transfer Certificate/withdrawal received on/after **Friday, 1 March 2024** shall have to pay the **School Tuition Fee (Quarter-1)** of Academic Session 2024-25.

10. **SCHOOL TRANSPORT FACILITY WITHDRAWAL:** Any parent wishes to withdraw from **School Transport Facility** shall have to **inform in written** to the undersigned on/before **Thursday, 29 February 2024**. Withdrawal request received after **Thursday, 29 February 2024** shall have to pay the **Quarter-1 Transport Fee** of Academic Session 2024-25. The Bus Facility once withdrawn shall not be made available till March 2025. Any application for availing School Transport shall be received and further permitted subject to seats availability.

Thank you

 19/2/2024
Pallavi Upadhyaya
Principal

Enclosed: Guidelines-School Tuition and Transport Fee

Copy to: All Staff Members



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GUIDELINES REGARDING SCHOOL TUITION AND TRANSPORT FEE

Dear Parents,

Greetings from Delhi Public School R. N. Extension!

Please note the following instructions regarding School Timing and School Tuition Fee/School Transport Fee and further guidelines for the Academic Session 2024-25:

A) INSTRUCTIONS REGARDING FEE DEPOSIT IN THE SESSION 2024-25:

- Parent are requested to use the **ONLINE Mode of Payment** to pay the School Tuition Fees on ERP: **Campus Care App using the URL www.dpsgzbcampuscare.in.**
- Parent may also pay the fees through **Debit/Credit Card** in the School Account Office/School Reception during school hours on all working days.
- **The School Tuition Fee and School Transport Fee will be collected on QUARTERLY BASIS ONLY on/before 8th of the first month of every quarter (April/July/October/January).**
- **MONTHLY MODE** of payment shall **NOT BE CONSIDERED**.
- In case, the School fee is not paid on/before the due date (i.e. 08th of the first month of every quarter), the following penalties shall be applicable.
 - a) **Late fee of Rs.10/- per day** shall be charged after the due date (i.e. 08th of the first month of every quarter).
 - b) In case fee is not deposited within **30 Days** from the stipulated date, the School Authority shall be compelled to **DEACTIVATE THE DISCOUNT** (on the fee if/as applicable) in the current/existing quarter.
 - c) In case fee is not deposited within **30 Days** from the stipulated date, the **Transport Facility** (if availing) shall also be **withdrawn, without any further notification**.
 - d) In case the fee is not deposited within **45 days** from the stipulated date, the child's name will be **STRUCK OFF** from the **School Rolls, without any further notification**.
- In case of **CHEQUE DISHONoured** with any reason, a **BOUNCE CHARGE of Rs. 250/-** will be imposed on the parent and all the points (a to d) mentioned above will also be applicable.
- The school will not send reminders for payment of school fee. It is imperative that all parents clear the dues on/before time.
- In case of depositing fee in **CASH**, parents shall have to fill an **UNDERTAKING FORM** stating the reason for depositing fee in cash (Undertaking Form shall be made available in the School Accounts Office).
- **School Transport Fee** shall be paid for **11 MONTHS** only from April 2024 to March 2025 (**Transport Fee for the month of June 2024 is exempted**).
- Parents desirous of paying the **School Tuition Fee** for the **complete year**, may do so.



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- Any fee once paid to the school is **NON-REFUNDABLE AND NON-TRANSFERABLE** and that in case of any **withdrawal in between the session**, the parent will be liable to pay the fee for the **existing quarter of the current year**.

B) SCHOOL TUITION FEES FOR THE ACADEMIC YEAR 2024-25: The School Tuition Fees for the next Academic Year 2024-25 (as mentioned below) should be deposited on **Quarterly** basis through any mode as mentioned aforesaid:

Class	Tuition Fee (Quarterly)	Exam Fee (Quarterly)	Transport Fee (Quarterly)
Nursery, LKG and UKG	32700.00	NA	As applicable
Classes: I-II	33000.00		
Classes: III-XII	33000.00	500	

The School Tuition Fees shall be deposited as per **QUARTERLY BASIS ONLY** as mentioned below:

Quarter	Month/Period	Amount	Due Date
1 st Quarter	April to June 2024	As applicable	08/04/2024
2 nd Quarter	July to September 2024		08/07/2024
3 rd Quarter	October to December 2024		08/10/2024
4 th Quarter	January to March 2025		08/01/2025

C) SCHOOL TRANSPORT FEE FOR THE ACADEMIC YEAR 2023-24:

TRANSPORT FEE TABLE (MONTHLY)		
Morta, Shahpur, Duhai, Moti Residency	GZB CITY-A	3530/-
Nilaya Greens, Diya Green City, Meadows Vista		
Villa Anandam, Rajnagar Extension, Sanjay Nagar, Manshi Vihar	GZB CITY-B	3700/-
Shastri Nagar, Sihani Chungi, Murad Nagar, Raj Nagar, Kavi Nagar		
Govindpuram, Police Line, Kamla Nehru Nagar, Meerut Road		
Ashok Nagar, Chiranjeev Vihar, Gandhi Nagar, Nehru Nagar		
Lohia Nagar, Patel Nagar, Avantika, Mukund Nagar		
Golf Links, Mehrauli, Chaudhary More, Rakesh Marg, Lal Kuan	GZB CITY-C	3900/-
Mahagun Puram, Daulatpura, Vijay Nagar, Mohan Nagar,		
Maliwara, Kalka Ghadi Chowk, Turab Nagar, MMG Hospital		
Aditya World City, Crossing, Jasmine Groove, Delhi Juice Corner		
Sahibabad, Surya Nagar, Gaur City, Bhopura	GZB CITY-D	4130/-
Vasundhara, Modi Nagar, Indirapuram, Vaishali		

D) SCHOOL TRANSPORT FACILITY WITHDRAWAL: The Bus Facility if withdrawn in between the session shall not be made available till March 2025. Any application for availing School Transport shall be received and further permitted only in case of seats available.

Thank you

Pallavi Upadhyaya
Principal