

Annexure -2 Format of Expenditure

Name of the School / Code No:

HEAD OF EXPENDITURE	Expenditure incurred as per School Statement 2016-2017	Proposed Expenditure			Total	Average
		2017-2018	2018-2019	2019-2020		
A. Salary and Allowances						
Principal						
Teaching Staff						
Non-teaching Staff						
E.P.F. Contribution						
E.S.I						
B. Administration And Maintenance						
Electricity Charge						
Water Charges						
Property Tax						
Telephone & Mobile Phone Charge						
Internet and SMS Services						
Postage						
Printing (Printing of Cash Book, Ledgers, Fee-Receipts, School Magazines, Circulars etc)						
Stationery Items						
Examination Expenses						
Books and Periodicals (Library)						
Teaching Aids						
Gratuity						
Sports and Games						
Incentives for Good Result						
Gift given on Occasions and Festivals						
Retirement Purse						
Staff Uniform						

Staff Welfare						
Staff- Insurance						
Professional Fee (Legal & Audit) Administrative Charge						
Hospitality						
Advertisement for Recruitment of Teachers						
Gardening (Salary to the Gardeners and expenses on materials)						
Security services						
Sanitation (Salary to the workers and expenses on materials)						
SPECIFIC PURPOSES						
Educational Tour						
Seminar						
Group Activities (NCC/NSS/ Scouts/JRC/RS)						
Medical Expenses						
Teaching through Technology (Smart Class or any other modern technology)						
Functions and Celebrations						
Extra- Curricular Activities with in the Curriculam						
Total						
Total No. of Students						