

Annexure -2 Format of Expenditure

School Code No :

Name of the School :

Student Strength :

HEAD OF EXPENDITURE	Expenditure incurred for the year 2019-2020	Proposed Expenditure 2020-2021
A. Salary and Allowances		
Principal		
Teaching Staff		
Non-teaching Staff		
E.P.F. Contribution		
E.S.I		
B. Administration and Maintenance		
Electricity Charges		
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)		
Hospitality		
Advertisement for Recruitment only Teachers		
Gardening (Salary to the workers & Gardeners and expenses on material)		
Security services		
Sanitation (Salary to the workers and expenses on materials)		
SPECIFIC PURPOSES		
Educational Tour		
Seminar		
Group Activities (NCC/NSS/ Scouts/JRC/RSS)		
Medical Expenses		
Teaching through Technology (Smart Class or any other modern technology)		
Function and Celebrations		
Extra- Curricular Activities with in the curriculam		
TOTAL		
Total No of Students		