

**OFFICE OF THE SECRETARY,
ANDHRA PRADESH SOCIAL WELFARE RESIDENTIAL EDUCATIONAL
INSTITUTIONS SOCIETY : HYDERABAD**

C I R C U L A R

Re. No. G2/5115/2001

Dt. 14 -2-2001

Sub: APSWREIS - Collection of fines from the students for late reporting - Utilisation of the amount collected as fine - Further Instructions - Issued Reg.

Ref: 1. Society's Standing Order No.20/96, dt.22.7.96.
2. This office Cir. Memo. No. G2/13696/99, dt.26-12-2000

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The attention of all the Principals of APSWR Institutions is invited to the reference cited, wherein detailed instructions were issued for collection of fines from the students for late reporting to the school after the vacation. It was informed to collect a fine amount of Rs.10/- per day from the late reporting students and to utilise the fine amount for the specific purposes) mentioned in the Standing Order. A copy of the Standing Order is enclosed herewith.

In this regard, it has come to the notice of the Society that certain Principals have been collecting fine amount of Rs.300/- to Rs.500/- from a student and adjusting the fine amount in lieu of the cosmetic charges payable to the students which is highly irregular and is a violation of the instructions of the Society. It is also observed that, no proper account is maintained for the fine amount and no receipts are issued to the students for the amounts collected from them. Further, it is also observed that the fine amount is utilised in some institutions for the excursion of the students. The Principals are hereby instructed not to adopt these wrong practices and not to violate the instructions of the Society.

The following instructions are further issued on the collection of fine amounts from the students:

1. The fine amount being collected from the students should be limited to a maximum of Rs.50/- only for their late reporting after vacation. Medical and genuine reasons for the late reporting of the students should be taken into consideration and then no fine should be levied.
2. No deduction should be made from the cosmetic charges in lieu of the fine amount under any circumstances.
3. The amount should not be spent for the general excursion of the students as it would benefit only a few of them. It should be utilised for the purposes which benefit all the students.
4. The students should be issued receipts signed by the Principal for the fine amount collected from them.
5. Proper account should be maintained for the fine amounts collected and purpose for which the amount was utilised as per the Standing instructions of the -Society.
6. In case of the long absentees, the Principals should strictly follow the detailed guidelines issued in this office Cir.Memo.No.G2/13696/99, dt.26-12-2000.

Any deviation of these instructions will be viewed seriously.

Sd./-
RANJEEV R. ACHARYA
SECRETARY

Encl. As above
To
All the Principals of APSWR Schools/Jr. Colleges,
Copy to all the Zonal Officers/Sections in Head Office