



केन्द्रीय विद्यालय संगठन (मु0)
Kendriya Vidyalaya Sangathan (HQ)
18, संस्थागत क्षेत्र, शहीद जीत सिंह मार्ग,
18, Institutional Area, SJS Marg
नई दिल्ली/ New Delhi - 110016

फोन नंबर 26523070-011 फैक्स नंबर 26514179-011

E-mail:- kvsdcfinance@gmail.com

F. No. 110240/4/2014/KVS/ HQ/ Budget/PF-1

Dated: 26th September, 2016
Most Important

The Deputy Commissioner, KVS
All Regional Offices

Sub: - Fee Collection for the 3rd Quarter of 2016-17 through UBI Web Portal-Reg.

Madam/Sir,

This is regarding fee collection through **UBI Fee Collection Web Portal system for the 3rd quarter of 2016-17. In this regard, following line of action may be ensured to achieve the target of cent percent fee collection through the system.**

- i. For existing **Students**, data verification at both levels i.e. Teacher **and Principal level must be completed by 29th September 2016 up to 6.00 P.M without fail.** It may be noted that once the data is frozen on UBI Fee Web Portal System, **fee will not be collected through the system in any case.** It is also stated that in the past, at the last moment, this office had to make telephonic calls to various Regional Offices for doing the verification. This practice may not be a healthy one and hence deserves to be dispensed with.
- ii. **It is further stated that while doing new admission, data entries has to be made under the menu-"New Admission" in UBI Fee Web Portal System instead of "Existing Students" menu. However, from the telephonic calls, it is observed that still in some cases, data entries are made by the class teachers under the menu -"Existing Students" instead of "New Admission Menu" which caused lot many problems in the system.** As such, the Principals under your jurisdiction may be instructed to ensure that the Data entries are being done by the Class Teachers as per the prescribed procedure as explained supra.
- iii. **It is observed that in some cases while issuing TC "Student Data" was not deactivated in the Fee Portal System.** Consequently, parents

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deposited fee against **old UID** and in some cases parents deposited fees against **old as well as new UID** of the Student. Such practice created hurdle in smooth functioning of the system. As such, it is once again requested that after issuing of the TC, it must be ensured at the level of the Principal/Teacher that concerned UID (against which TC has been issued) has been deactivated in the system.

- iv. It may be noted that although the instructions are issued by Hq/ROs for doing data verification within prescribed time limit, yet it should be ensured by the principal and teachers that Data verification is to be done only in respect of the students for whom the fee is to be collected in the ensuing quarter(s). The students from whom the fee is not to be collected in the coming quarter, the UID of the said student should be kept in "deactivated form" in the system. However, where there is a possibility that a particular student may seek re-admission later on in next quarter(s), in such cases, the student data should be verified but the UID of the said student should be kept in "deactivated form" till the student is re-admitted. In other words, on re-admission of the student, the UID of such students may be activated in order to collect the arrear fee for left out quarter(s).

2) The detailed instructions displayed on the UBI Fee Collection Web Portal from time to time should be referred to **for necessary compliance by all the Principals, Teachers and other stake holders**. It is, therefore, requested that the contents of this letter may be brought to the notice of the all Principals and other stakeholders under your jurisdiction for necessary compliance at their end. It may be noted that **non verification of student data in respect of eligible students, within the prescribed time schedule will be viewed seriously by the competent authority of KVS.**

Yours faithfully,

(S. Muthusivam)

Deputy Commissioner (Fin)

Copy to:-

- ✓ 1. The Deputy Commissioner (Acad.)/EDP with a request to upload it on KVS Website under the link "Announcement".


Deputy Commissioner (Fin)